



Section 5: Emotional Intelligence

Chapter 1 – EQ Self-Awareness Check-In

Self-awareness is the foundation of emotional intelligence. This exercise invites you to slow down and pay attention to how your emotions actually manifest in your work.

Goal:

Build clarity by noticing your emotional patterns and how they influence your behavior.

Exercise: Emotional Awareness Check-In

Reflect on the following:

What emotion shows up most often during your workday?

When you're under pressure, how do you usually react? (e.g., shut down, get snappy, overwork, zone out, etc.)

Can you usually tell when emotions influence your tone or decisions, or do you only notice in hindsight?

For the next 3 days, check in with yourself once daily:

- What am I feeling right now - and why?
- How might this emotion be influencing my work or communication today?

This isn't about fixing or suppressing emotions - just noticing them. Self-leadership starts with self-awareness. The more clearly you understand your patterns, the more power you have to shift them.

Chapter 2 – Your Reset Strategy

Everyone gets overwhelmed. The difference lies in how we recover. This exercise helps you create your emotional reset plan to respond with intention, not just reaction.

Goal:

Learn to manage emotions under pressure by developing a go-to reset strategy.

Exercise: Design Your Reset Strategy

Think of a recent moment where you felt overwhelmed or emotionally “off”. What happened?

What were you feeling?

How did you react - and what impact did it have?

What helped you recover?

If you could go back, what would you do differently?

Now, Design Your Go-To Reset

What are 2–3 reset tools you can use when pressure builds? (e.g., breathing, stepping away, a grounding phrase)

What’s one tool you’ll commit to using this week?

What early signs will tell you it’s time to hit reset?

Emotional regulation isn’t about being calm all the time. It’s about noticing when you’re off-track - and knowing how to get back on.

Chapter 3 – Motivation from Within

Real motivation isn't loud. It's steady, personal, and rooted in meaning. This exercise helps you reconnect with what energizes you and how to tap into it more often.

Goal:

Identify what drives you from the inside, and bring more of it into your daily work.

Exercise: Reconnect with Your Motivation

Look inward

When was the last time I felt fully motivated at work, and what was I doing?

What kind of work tends to energize me?

What kind of work tends to drain me?

Without deadlines or pressure, what would I still want to do - and why?

Spot the Pattern

What do those moments have in common? (e.g., creativity, problem-solving, helping others)

Put it into action

What's one small action I can take this week to reconnect with that motivation?

When and how will I do it?

You don't need to feel "on fire" every day. But staying connected to your why will help you show up with energy and purpose - even on the tough days.

Chapter 4 – Empathy in Action

Empathy transforms relationships. It helps you recognize what others are experiencing - and respond in ways that build trust and connection.

Goal:

Strengthen your ability to recognize emotions in others and respond with understanding.

Exercise: Practicing Everyday Empathy

Reflect on a recent situation

Think of a time someone seemed off. What was going on?

How did you respond?

Were you able to consider what they might be going through?

Was there a missed opportunity to check in or respond with empathy?

Practice a Micro-Empathy Moment This Week

Now choose one small action from the list below - or create your own: ☐ Ask how someone's doing

☐ Respond to a short message with warmth

☐ Let someone speak without jumping in

☐ Give someone extra patience or space

Why did you choose it: _____

Empathy doesn't require fixing people. It's about seeing them. A single moment of understanding can shift the entire tone of a relationship.

Chapter 5 – Relationship Reset

Strong work relationships are built in everyday moments, not just through big gestures. This exercise helps you strengthen or realign one key connection.

Goal:

Evaluate one important relationship and make a small shift to improve connection or communication.

Exercise: Strengthen One Work Relationship

Think of someone you work closely with - someone you collaborate well with, or where the dynamic feels a little disconnected or tense.

What's going well in this relationship?

Where is there tension, silence, or friction?

What might this person need more of from you? (e.g., clarity, feedback, patience)

Make a Micro-Shift

What's one small thing you could try this week?

Small changes build trust. When you show up with intention, even quiet relationships can become stronger.

Chapter 6 – EQ Integration Wrap-Up

Emotional intelligence isn't a one-time skill - it's a daily practice. This final exercise helps you reflect, connect the dots, and carry your EQ forward.

Goal:

Reflect on the five pillars of EQ and identify how to integrate them more fully into your daily life and leadership.

Exercise: EQ Reflection

Which EQ pillar (self-awareness, regulation, motivation, empathy, or social skills) naturally comes to you?

Which one still feels like a growth area - and why?

Where have you noticed a shift in your behavior, thinking, or relationships?

What's one small EQ behavior or mindset you'll carry forward this week? (e.g., pause before reacting, stay curious, speak with clarity)

When and where will you apply it?

This is just the beginning. EQ grows daily - in how you pause, speak, connect, and lead. Return to these tools often, especially when it matters most.