



the way of truth

connect to your heart's wisdom

Activity Sheets

Worksheet # 1 - Mad, Sad, Glad

1. Identify a personal experience around each of the following strong emotions:

Mad – Anger, frustration, rage, hostility.

Sad – Sense of loss, depression, helplessness, unhappiness, or disappointment.

Glad – Pride in an achievement, giddy excitement, joy, supreme satisfaction.

2. Reflect on how feeling each of these strong emotions affected you, either positively or negatively.

Worksheet # 2 – What is Emotional Intelligence?

Our View of Emotions

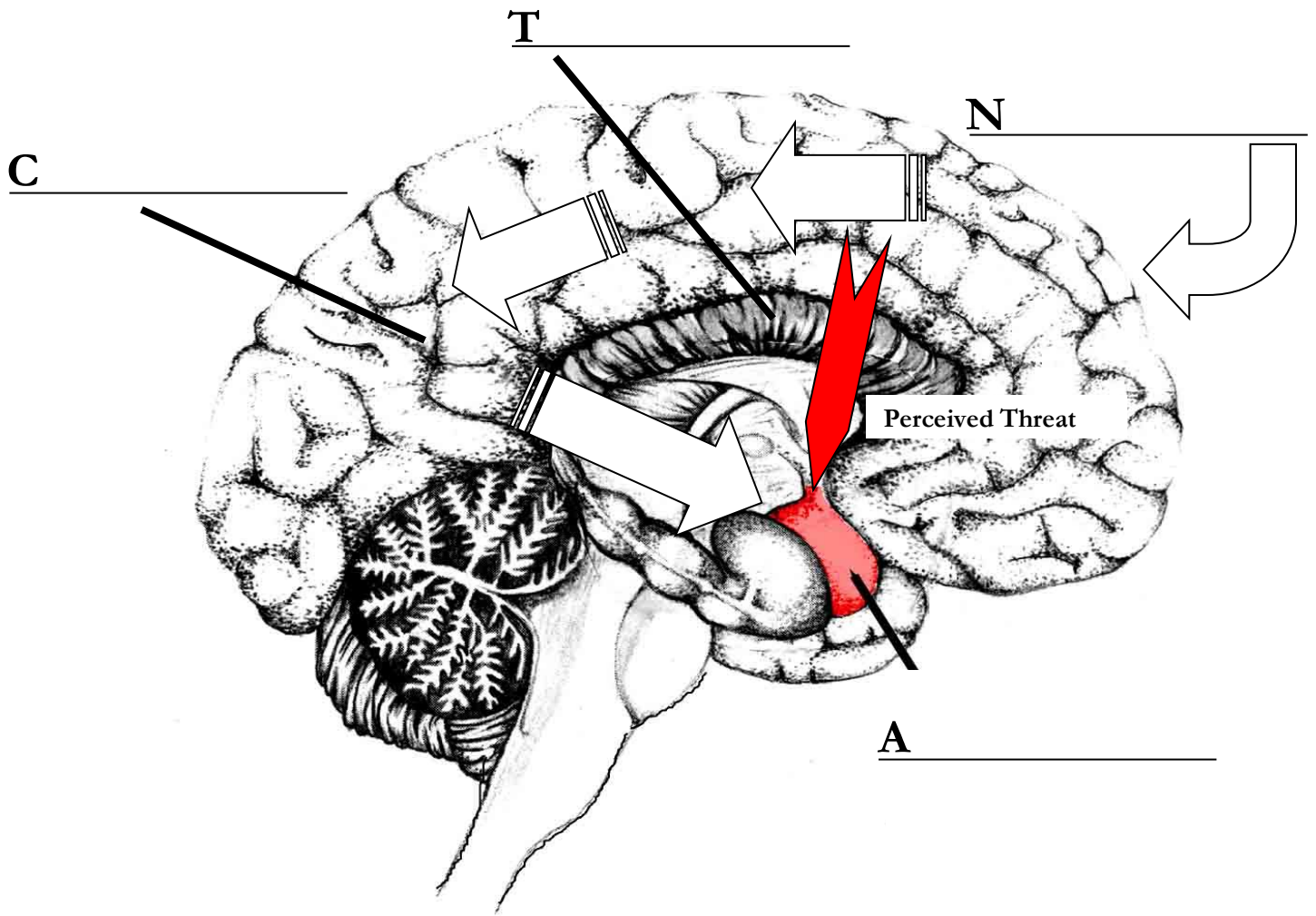
50 Years Ago...	Today...

With our emotions, we are striving to be able to:

- 1.
- 2.
- 3.

Defining Emotional Intelligence:

Worksheet # 3 – The Way the Brain Functions



Worksheet # 4 – The Five Domains of Emotional Intelligence

Domain #1 - Self-awareness (*Self-awareness is knowing what you are feeling when you are feeling it*):

Developing self-awareness requires tuning in to your true feelings. If you can recognize and evaluate your emotions, you can manage them. The ability to recognize an emotion as it happens is the key. The major elements of self-awareness are:

- Emotional awareness.
- Your ability to recognize your own emotions and their effects.
- Self-confidence.
- Sureness about your self-worth and capabilities.

The science of emotional intelligence tells us we must begin with our own self-awareness before we can tap into other's emotions.



Question: What emotions and their affects would you like to be more aware of as they are happening?

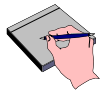
Worksheet # 4 – The Five Domains of Emotional Intelligence

Domain #2 - Self-regulation. *Self-regulation is using your emotions to serve you and not get in your way. Self-regulation is also the ability to recover well from emotional stress):*

From self-awareness flows self-regulation. Self-regulation is handling your feelings to respond appropriately to an emotional situation. Without knowing what you're feeling, you can't manage those feelings.

Regulation is less of a concern when dealing with positive emotions. But negative emotions such as anxiety, frustration, anger, rage, sadness, or panic, require more regulation. Self-regulation involves:

- Self-control.
- Managing disruptive impulses.
- Maintaining standards of honesty and integrity.
- Conscientiousness.
- Taking responsibility for your own emotions.



Question: What emotions do you experience that feel most disruptive to you and your life that you would like to regulate?

Worksheet # 4 – The Five Domains of Emotional Intelligence

Domain #3 – Motivation (*Delaying gratification to pursue important goals and persevering when faced with setbacks or frustrations*):

Personal motivation requires clear goals and a positive attitude. We must ready ourselves in order to act on opportunities. Regardless of whether you have a predisposition to a positive or a negative attitude, you can, with effort and practice, think more positively. Remember:

- People with greater emotional intelligence experience hope and optimism more often than those with less emotional intelligence.
- Motivated people have less emotional stress.
- Optimism protects people from apathy and depression. It can also keep people from blaming failure on a personal trait that cannot be changed.

If you catch negative thoughts as they occur, you can reframe them in more positive terms, which can help you achieve your goals.



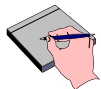
Question: What emotion motivates you to be your best?

Worksheet # 4 – The Five Domains of Emotional Intelligence

Domain #4 – Empathy (*Empathy is sensing what others are feeling and seeking other perspectives*):

Empathy is the ability to recognize another’s emotional state. The more skillful you are at discerning the feelings behind others’ signals, the better you can control the signals you send. Empathy involves listening carefully, picking up on what people are truly saying, and responding accordingly. Stephen Covey describes empathy as listening for emotion, which in turn makes people feel understood. To be more effective when being empathetic, try these techniques:

1. Recognize your own bias: People who are angry or in a bad mood notice another person’s bad mood more readily than another person’s good mood.
2. Put aside your own feelings: When you have your own “emotional agenda,” it interferes with your ability to empathize with other people’s feelings.
3. Be attentive to cues: Tell people what you notice and ask for confirmation of what you’re sensing.



Question: To what degree are you able to recognize someone else’s emotional state?

Worksheet # 4 – The Five Domains of Emotional Intelligence

Domain #5 - Social skills (*Social skills is the ability to interact with others comfortably and cooperate during those interactions*):

Of all the domains, social skills is the easiest to recognize. Social skills allow us to connect with other people. Social awareness builds on the domain of self-regulation in that it allows us to access and express emotions in appropriate ways.

Among the most useful social skills are:

- Influence - Wielding effective persuasion tactics.
- Communication - Sending clear messages.
- Change - Initiating or managing change.
- Conflict management - Understanding, negotiating and resolving disagreements.
- Building bonds - Nurturing instrumental relationships.
- Collaboration and cooperation - Working with others toward shared goals.



Question: What emotions support you socially, and which of your emotions get in the way for you socially?

Worksheet # 5 – Personal Tactics

Read through and highlight which of these tactics could be of most benefit in developing your emotional intelligence going forward.

1. Become emotionally literate.

- Label your feelings, rather than labeling people or situations.
- Use three-word sentences beginning with "I feel."
- "I feel impatient." vs. "This is ridiculous."
- "I feel hurt and bitter." vs. "You are an insensitive jerk."
- "I feel afraid." vs. "You are driving like an idiot."

2. Distinguish between thoughts and feelings.

- Thoughts: I feel like...& I feel as if...
- Feelings: I feel (followed by the feeling word)

3. Take more responsibility for your feelings.

- "I feel jealous." vs. "You are making me jealous."
- Analyze your own feelings rather than the action or motives of other people.
- Let your feelings help you identify your unmet emotional needs.

4. Use your feelings to help make decisions.

- "How will I feel if I do this?" Or, "How will I feel if I don't?"
- "How do I feel right now about this?"
- "What would help me feel better?"
- Ask others: "How do you feel?" and "What would help you feel better?"

5. Feel energized, not angry or frustrated.

- Use the emotions of "anger" or "frustration" to feel energized and take productive action.
- For example, when you feel frustrated or angry, explore your options. You can say, "I feel frustrated right now, how can I do this differently?"



Why?

Worksheet # 6 – Social Tactics

Read through and highlight which of these tactics could be of most benefit in developing your emotional intelligence going forward.

1. Use feelings to set and achieve goals.

- Set “feeling goals.” Think about how you want to feel or how you want others to feel. (Your family, friends, co-workers, acquaintances, etc.).
- Get feedback and track progress towards your “feeling goals” by periodically measuring your feelings and other’s feelings on a scale from 0-10

2. Validate other people's feelings.

- Show empathy, understanding, and acceptance of other people's feelings.

3. Use feelings to show respect for others.

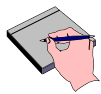
- How will you feel if I do this? How will you feel if I don't?
- Then listen and take their feelings into consideration.

4. Don't advise, command, control, criticize, judge or lecture others.

1. Instead, just listen with empathy and non-judgment.

5. Avoid people who invalidate you.

2. While this is not always possible, at least try to spend less time with them, or try not to let them have psychological power over you.



Why?



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