

Emotional Intelligence Worksheet

Name:

Date:

Purpose: *To promote self-awareness and develop better emotional self-regulation.*

1. Self-awareness Exercises:

a. Journaling: Write down an emotional experience you had this week. Describe the situation, your feelings, and your reactions.

b. Identifying Triggers: List three things or situations that typically make you upset, stressed, or angry.

c. Reflect on Emotional Patterns: Think about your repeated emotional reaction. Is there a pattern to it? How does it affect your decisions and actions?

2. Self-regulation Exercises:

a. Calming Techniques: The next time you feel upset, try one of the following techniques. Write down the outcome.

- Deep breathing
- Counting to ten slowly
- Taking a short walk

b. Delay Reactions: The next time you're faced with a triggering situation, delay your immediate reaction. Take a few moments to process before responding.

c. Prevent Emotional Outbursts: Write down three strategies to prevent impulsivity in emotional situations.

3. Motivation and Goal Setting:

a. Emotional Drivers: Think about a personal goal. What emotions drive this goal? Are they positive (like passion or love) or negative (like fear or insecurity)?

Goal: _____

Emotions: _____

b. Setting Goals with EI: Set a new personal or professional goal. Think about how you can use your emotional intelligence to achieve it.

Goal: _____

EI Strategies: _____

4. Empathy Exercises:

a. Perspective-taking: Think about a recent disagreement or misunderstanding with someone. Try to see the situation from their perspective. Write down their possible feelings and thoughts.

b. Active Listening: Practice active listening the next time you're in a conversation. Focus entirely on the other person, avoid interrupting, and try understanding their emotions. Reflect on the experience.

c. Role-playing: Practice a situation where you must empathize with a friend or family member. Switch roles and reflect on the feelings.

5. Social Skills Development:

a. Effective Communication: Practice a conversation where you express your feelings without accusing or belittling the other person. Use "I" statements.

For example, Instead of saying, "You always ignore me," say, "I feel ignored when you don't respond to my messages."

b. Understanding Non-verbal Cues: For a day, observe people's body language in different situations – at work, in public places, at home. Write down your observations and reflect on their emotional states.

c. Navigate Conflict: Think of a recent conflict. How did you handle it? Write down three strategies you can use to handle conflicts more effectively in the future.

End Note: Emotional intelligence is a journey, not a destination. Review this worksheet regularly, reflect on your progress, and adjust your strategies as needed.