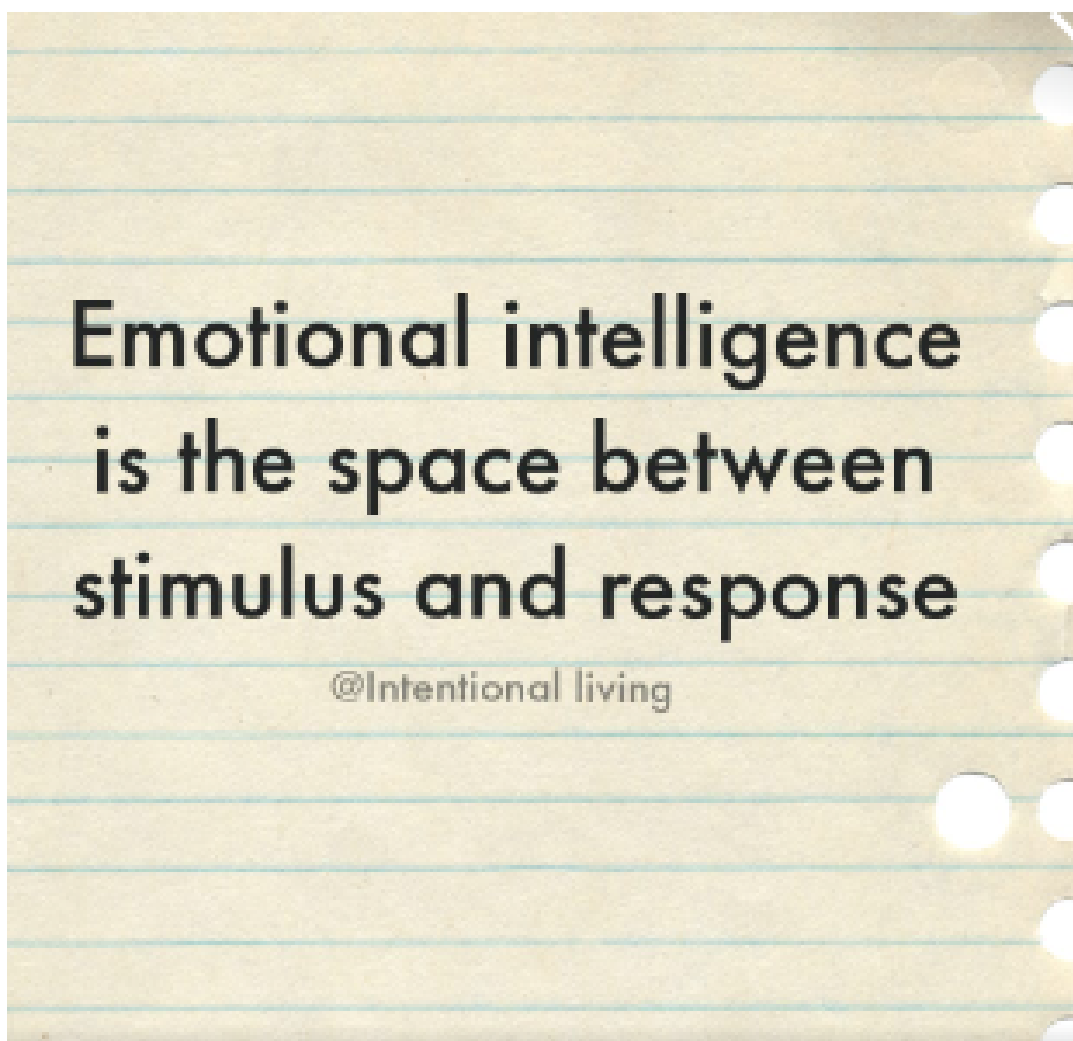
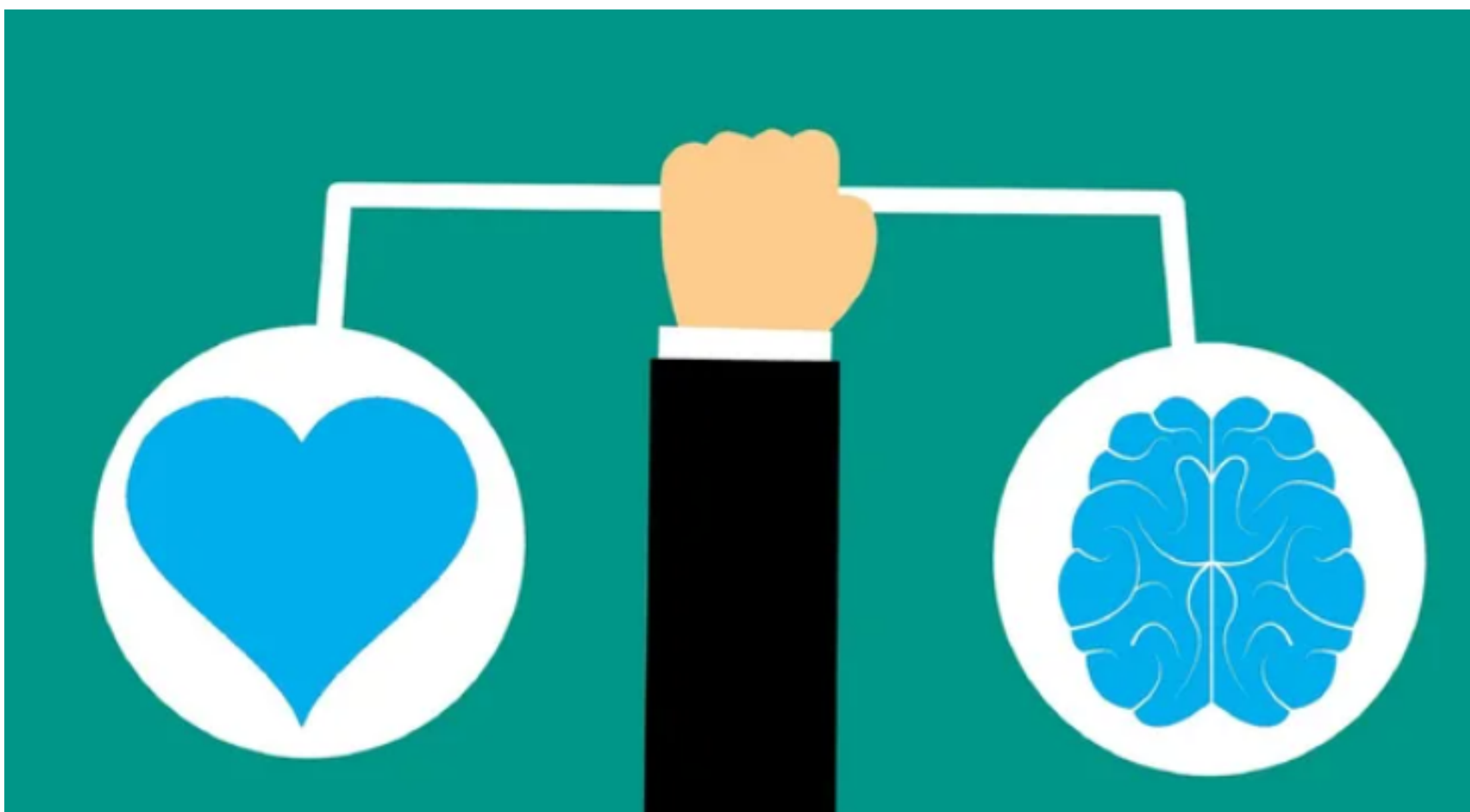


# The use of emotional intelligence at work place

## Quote to ponder



## Idea to Consider



Although emotional intelligence may seem natural in many leaders, it is influenced by surroundings, upbringing, and personality. It is also a skill that can be learned or improved with effort and practice.

### 1. Self-awareness:

It is the process of recognizing and understanding emotions completely and their impact on our mood, actions, and behavior.

How do I practice self-awareness?

Step 1: Locating the exact emotion and paying attention to that feeling completely

Step 2: Reflecting on the emotional strengths and weaknesses

Step 3: Remember that all emotions are temporary.

## 2. Self-management:

It is a process of expressing your emotions appropriately, at the right time, place, and with the right people.

How do I practice self-management?

Option 1 : Take time to think before making a decision

Option 2 : Accepting that certain things are not in our control

## 3. Social Awareness:

It is the ability to recognize the emotional needs of others, get cues from the environment, and understand the power of group dynamics.

How do I practice Social Awareness?

Step 1: Creating effective communication patterns with the group.

Step 2: Treat communication as feedback.

## Cheat Sheet to experiment

Self-awareness	What is causing you to experience discomfort with any decision or interaction with a work colleague. What are the first sign of stress that manifest in you (eg. Fatigue, headache or irritability)
Self-management	Set some aside time to take decision, anything that is done in a hurry is mostly ineffective in nature.
Social awareness	Pay attention to what co workers are saying without interrupting and then after a while introduce your opinion or feedback in a graceful manner.