



# Building Emotional Intelligence: Activity Sheet

Emotional intelligence (EI) — also known as EQ — is the capacity to identify, comprehend and manage one's own emotions, and understand those of others. According to emotional intelligence expert, Daniel Goleman, there are five key elements\* that make up a person's EI:



There are many benefits to having high EI, especially in a workplace setting. High EI has been associated with having better mental health, more satisfaction with social support at work, and greater perceived power at work. It is also associated with better interpersonal relationships, greater subjective well-being, and increased life satisfaction.

There are many simple activities or exercises you can do to build your emotional intelligence. Try and incorporate some of these exercises into your daily, weekly, and monthly routines.

1. **Reflect.** Take a moment to check in with yourself. Notice how you're feeling and why you're feeling that way.
2. **Express yourself.** Are you feeling something, either positive or negative? Let others know why you're feeling that way. Did you make an important decision about something? Let people know not just what the decision is, but why you made it. A little explanation or discussion can go a long way.
3. **Check in with your values.** Make a list of your core values. Evaluate whether your daily activities are helping you live in alignment with these values, and if they're helping you achieve your goals.
4. **Sleep well.** We all know sleep is important. When we are well rested, we are better able to regulate and manage our emotions.
5. **Breathe.** Under stress? In a tough situation? Having a hard conversation? Take a moment, count to 10, and just breathe. This short break will go a long way in helping you identify and manage emotions, and act in ways that work for you.
6. **Be respectful.** Remember to respect yourself and others around you in every situation. You might have a different perspective than someone else, but that doesn't make theirs any less true for them.
7. **Express the positive.** Sometimes it's easy to skip over the positive things that are happening and focus on that one little negative. Remember to express kindness and gratitude to yourself and others. Even for the little things.
8. **Be honest.** Try not to shy away from difficult conversations. Express yourself openly, honestly, and respectfully. Others will value your honesty and will appreciate getting to know you.
9. **Journal.** We all experience a range of moods and emotions. Track them! It may help to identify trends around when and why you feel certain ways.
10. **Be present.** Pay attention to others – what they're saying, or even what they're not saying. Body language can tell us a lot about how a person may be feeling, and we become more connected when we actively listen and have conversations with others.

\*Goleman, D. (2006). Emotional intelligence: Why it can matter more than IQ. New York: Bantam.

