

Enhancing Emotional Intelligence

1. **Don't interrupt or change the subject.**

- If feelings are uncomfortable, we may want to avoid them by interrupting or distracting ourselves.
- Sit down at least twice a day and ask, "How am I feeling?"
- It may take a little time for the feelings to arise.
- Allow yourself that small space of time, uninterrupted.

2. *Don't judge or edit your feelings too quickly.*

"Don't judge people.



You never know what kind of battle they are fighting."

- Try not to dismiss your feelings before you have a chance to think them through.
- Healthy emotions often rise and fall in a wave, rising, peaking, and fading naturally.
- Your aim should be not to cut off the wave before it peaks.

3. *See if you can find connections*

See if you can find connections between your feelings and other times you have felt the same way.

- When a difficult feeling arises, ask yourself, "When have I felt this feeling before?"
- Doing this may help you to realize if your current emotional state is reflective of the current situation, or of another time in your past.

4. *Connect your feelings with your thoughts.*

- When you feel something that strikes you as out of the ordinary, it is always useful to ask, "What do I think about that?"
- Often times, one of our feelings will contradict others. That's normal.



- Listening to your feelings is like listening to all the witnesses in a court case.
- Only by admitting all the evidence will you be able to reach the best verdict.



5. ***Listen to your body.***

- A knot in your stomach while driving to work may be a clue that your job is a source of stress.
- A flutter of the heart when you pick up a girl you have just started to date may be a clue that this could be "the real thing."
- Listening to these sensations and the underlying feelings that they signal will allow you to process with your powers of reason.

6. *If you don't know how you're feeling, ask someone else.*

- People seldom realize that others are able to judge how they are feeling.
- Ask someone who knows you (and whom you trust) how you are coming across.
- You may find the answer both surprising and informative

7. Tune in to
your unconscious feelings.

- How can you become more aware of your unconscious feelings? Try free association.
- While in a relaxed state, allow your thoughts to roam freely and watch where they go.

- Analyze your dreams.
- Keep a notebook and pen at the side of your bed and jot down your dreams as soon as you wake up.
- Pay special attention to dreams that repeat or are charged with powerful emotion.

8. *Ask yourself: How do I feel today?*

- Start by rating your overall sense of well-being on a scale of 0 and 100 and write the scores down in a daily log book.
- If your feelings seem extreme one day, take a minute or two to think about any ideas or associations that seem to be connected with the feeling.

9. *Write thoughts and feelings down.*

- Research has shown that writing down your thoughts and feelings can help intensely.
- A simple exercise like this could take only a few hours per week.

10. Know when enough is enough.

- There comes a time to stop looking inward; learn when its time to shift your focus outward.
- Studies have shown that encouraging people to dwell upon negative feelings can amplify these feelings.
- Emotional intelligence involves not only the ability to look within, but also to be present in the world around you.

11. Pay Attention to How You Behave

- Notice how you act when you're experiencing certain emotions, and how that affects your day-to-day life.
- Does it impact your communication with others, your productivity, or your overall sense of well-being?
- Once we become more conscious of how we're reacting to our emotions, it's easy to slip into judgement mode and start attaching labels to our behavior.
- Try to refrain from doing that right now, as you'll be far more likely to be honest with yourself if you're not judging yourself at the same time.

12. Take Responsibility for Your Feelings and Behavior

- **This is probably the most challenging step, and it's also the most helpful.**
- Your emotions and behavior come from you—they don't come from anyone else—therefore, you're the one who's responsible for them.

Your Reaction Is Your Responsibility.

- Equally, your feelings can provide you with valuable information about your experience of the other person, as well as your own needs and preferences, but your feelings aren't another person's responsibility.
- Once you start accepting responsibility for how you feel and how you behave, this will have a positive impact on all areas of your life.

13.Practice Responding, Rather than **Reacting**

- **Reacting** is an unconscious process where we experience an emotional trigger, and behave in an unconscious way that expresses or relieves that emotion (for example, feeling irritated and shouting at the person who has just interrupted you).
- **Responding** is a conscious process that involves noticing how you feel, then *deciding* how you want to behave (for example, feeling irritated, explaining to the person how you feel, why this isn't a good time to be interrupting you, and when would be better).

14.Practice Empathizing with Yourself and Others

- **Empathy is about understanding why someone feels or behaves in a certain way and being able to communicate that understanding to them.**
- It applies to ourselves and other people, and practicing this ability will improve your EI.

- Start by practicing with yourself.
- When you notice yourself feeling or behaving in a certain way, ask “Why do I think I’m feeling like this/doing this?”
- At first, your response might be “I don’t know,” but keep paying attention to your feelings and behavior, and you’ll start to notice different answers coming through.

15.Create A Positive Environment

- Creating a positive environment not only improves your quality of life, but it can be contagious to people around you too.

16. Remember EI is a Lifetime Process

- **EI isn't something you develop once then drop.**
- It's a lifetime practice, and it is possible to keep improving.
- Even when you feel like you've mastered these steps, remember to keep practicing, and you'll reap the benefits of EI for the rest of your life.