



Improving Emotional Intelligence :

Self-Management Exercises

- **The Pause Button** : When feeling triggered, take a 5-second pause to inhale and exhale before replying, which activates your prefrontal cortex rather than reacting instantly
- **The 10-Second Count**: When angry, take a deep breath and count to ten, perhaps sipping water, to avoid immediate reaction
- **Reframe the Situation**: Consciously reframe a negative thought (e.g., "they are disrespecting me") into a neutral or positive one (e.g., "they are likely under a lot of pressure")



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Social Awareness & Empathy Exercises :

- **Perspective Shift:** Spend 30 seconds before a meeting trying to understand the pressures and goals driving a colleague's behavior
- **Active Listening Partner:** In conversations, focus on listening without interrupting or preparing your response, aiming to understand the person's feeling behind their words
- **Micro-expression Recognition:** Briefly observe subtle facial expressions during daily conversations to better read people's true emotions



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Relationship Management Exercises :

- **Feedback Framing:** Practice delivering critical feedback by focusing on the "what" and "why," using empathetic language, rather than attacking the person
- **Post-Conversation Assessment:** After a conversation, ask yourself: "How did my emotions affect the other person?"

Small Daily Habits

- **Gratitude Check-in:** List three things you are grateful for each day to build a positive emotional foundation
- **Emoji Check-in:** Use emojis to quickly track your mood throughout the day



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Individual Exercises for Self-Awareness & Regulation :

1. Write down different emotions, which comes in your mind, in a minute
2. Write down two emotions which you felt last week, when your mood was up OR when your mood was down
3. Pick one of them, find out why that emotion arose, recall the sequence of events which happened before that emotion arose and find out what might have triggered that emotion
4. Recall the effect of that emotion – what happened after that emotion OR what was your reaction after that emotion
5. What will you do if the same emotion comes next time?
6. What emotions did you observe in others in the past week ? If possible, ask them why you went to that emotional situation ?
7. Think of an emotion and find out the functions of that emotion, basically what that emotion is trying to tell us (example : Fear - Wary of danger, Heighten our senses, aware of risks)
8. What are you grateful for in your day or in your life?
9. What are you excited on in your day or in your life ?