



EMOTIONAL INTELLIGENCE

DECISION SHEET

Jobs to be done

Use our emotions and emotional competencies purposefully. Emotional Intelligence can enhance competencies - Intellectually, Procedurally, Professionally, Personally & Interpersonally. Necessary Competencies in Emotional Intelligence must start with you.

How to do it

Recall a situation in which your emotions ran high. Allow yourself to really feel, be real, raw and vulnerable with no judgement about wrong or right. Complete the Situation box identifying specifically who, what when, where and why.

Now go under the five **Competencies for Emotional Intelligence** using the formula below to guide your answers.

1. **IDENTIFY** - What am/was I feeling
2. **UNDERSTAND** - Why or How come I am/was feeling this way
3. **EXPRESS** - What do I need to do to express my emotions properly?
4. **CONTROL** - What is healthiest, safest, easiest way to get my need/s meet?
5. **USE** - Do I purposefully use the above competencies and formula with myself and/or others as I establish priorities, make decision, effectively communicate or resolve conflict?

Establish Strong Self Awareness

Create an enhanced awareness on how emotions play out

SITUATION

WHO	
WHAT	
WHEN	
WHERE	
WHY	

COMPETANCIES FOR EMOTIONAL INTELLIGENCE

COMPETENCY	QUESTION	
IDENTIFY	What am I feeling?	
UNDERSTAND	Why or How come I am/was feeling this way?	
EXPRESS	What do I need to do to express my emotions properly?	
CONTROL	What is healthiest, safest, easiest way to get my need/s meet?	
USE	Do I purposefully use the above competencies and formula with myself and/or others as I establish priorities, make decision, effectively communicate or resolve conflict?	

Next Steps

- Write down the above five Competencies with the formula or take it with you.
- Pick a place/s to keep the Competencies and formula so it can be readily available for you to use or reference
- Use the five Competencies with yourself daily and then move into using them with others and pay attention to how Emotional Intelligence helps to Establish Strong Self Awareness.