

Self-Regard	1	When someone pays you a compliment, do not dismiss it. Instead, say something like 'that's very kind of you to say that, I appreciate it'
	2	When you indulge in negative self-talk, picture a big 'STOP' sign in your head. Tell yourself, 'this is not helping in any way', and deliberately think of something else.
	3	At the end of each day, make a list of what went well today, and why, and what did not go well, and why. What was your role in both?
Self-Actualization	1	Each day, make a note or conscious choice to tackle one thing from your to-do list, and do not end your day until that one thing is done.
	2	Create a personal plan that identifies things you want to achieve in the next week, month, and year. For each thing on your plan, identify what the first step would be in working toward that and then do that thing.
	3	Buy a book on self-development (Recommend The Seven Habits of Highly Effective People), and commit to reading one chapter per day of a book on self-development.
Emotional Self-Awareness	1	When you feel yourself getting angry or upset, take a minute to write down what is going on, and what is contributing to your upset or anger.
	2	If you hear yourself criticizing another person (in your head, or externally), take a moment to think about why you feel the need to criticize. What emotion or feeling is that person triggering for you?
	3	For one day, during waking hours, every hour on the hour, write down in one word how you are feeling (emotionally). Write in a note book or send yourself an email. The next day go back and read through the list. What patters can you identify? What are your prominent emotions?
Emotional Expression	1	When explaining something to someone else, include a feeling that further describes your perspective. For example: I cannot approve that because I am worried there will be negative outcomes.
	2	Express your appreciation for something someone has done for you. Tell them what you appreciate, your emotional reaction, and the real impact on you: For example: I appreciate you taking the time to complete that task, it alleviated some of my stress and let me get this other thing done.
	3	Make direct, initial eye contact with people when they first start talking to you.

Sample Micro-Level EQ Development Activities

Assertiveness	1	Reach out to a new contact by phone or in-person (do not email)
	2	In a meeting or other situation with other people, if you disagree with what is being said, speak up and start by saying 'I have a different perspective....' (Its less confrontational than saying 'I disagree'.)
	3	Talk to a stranger (more than just a passing hello).
Independence	1	Try a new activity by yourself (go to a movie, exercise/yoga class, art gallery, craft workshop etc).
	2	Politely say 'no' to a request for your time from someone when you know the request for your time is only for the other persons benefit.
	3	Where practical and reasonable, make a decision on something without consulting other people.
Interpersonal Relationships	1	Reach out to a friend that you haven't talked to in a long time just to say hello and catch up with them.
	2	Get a card, or buy a small gift for a friend and send it to them with a message about what it is you appreciate about them.
	3	Ask someone who you know from one of your social groups if they would like to go for coffee/walk/drink with you one-to-one.
Empathy	1	When buying a gift for someone else, take some time to think about what they might want/like rather than what you would like to get them.
	2	After you have a conversation with someone, use the Emotion Wheel to determine what emotion you think they would have experienced as a result of the conversation, and what emotion you experienced. Are they the same or different? If they are different, analyze why that might be.
	3	Don't just ask 'Did you have a good weekend/evening/day'. Instead, ask an open ended question like 'What did you get up to today?' and then actively listen to the persons response.

Sample Micro-Level EQ Development Activities

Social Responsibility	1	Find a local charity or other non-profit and enquire about volunteer opportunities that require a time-commitment you can accommodate.
	2	For whatever social cause is important to you (animal welfare, environmental sustainability, equal rights, disabilities, homelessness), research and read at least one article about that cause in your local area.
	3	Seek out a local charity or social organization and attend a meeting or other event where you can learn more about that cause and the work the charity or organization is doing.
Problem Solving	1	Uncover the basis of your resistance to dealing with a problem by asking yourself 'why' five times. For example, 'Why am I not dealing with this problem (answer – because I don't have time). Question, why don't I have time, etc. etc.
	2	Pick a problem or opportunity that you are experiencing that you have not started on and make a 'pro' and 'con' list of dealing/not dealing with that problem.
	3	Share a problem or opportunity that you are working on with a colleague. Ask them what they would do in that situation. What can you learn from their suggestions?
Reality Testing	1	If you feel yourself getting triggered by a situation, ask yourself 'Will this matter a month from now'?
	2	Explain a situation, opportunity, or problem to someone else who is not involved and ask them for their observations, ideas, or input. Do not defend your perspective, or evaluate their's. Just listen to what they have to say and hear what you may not have thought of.
	3	Reflect back on a situation or problem you recently addressed or solved. Ask yourself to what extent your biases played a part in that process, and what you 'missed' as you worked on it.
Impulse Control	1	In a meeting, if you feel the need to add commentary (as opposed to meaningfully contributing to the discussion), write down the thought instead of expressing it. Once you have written it down, ask yourself if what you were going to say would help or contribute to the conversation. If it does, then say it.
	2	Make a conscious choice to not interrupt people.
	3	When engaged in an emotional conversation, count to 5 (or even three) before responding to give yourself a chance to provide a more considered response.

Sample Micro-Level EQ Development Activities

Flexibility	1	Seek out and read an article that provides new or contrary thinking on a topic that you consider yourself to already have a high level of expertise.
	2	Try something new (food/music/activity) that you typically would not try, or have purposefully avoided.
	3	If you disagree with someone, ask them to explain their perspective or thinking around the issue or opportunity and then consider how and why their viewpoint is different to yours.
Stress Tolerance	1	If you begin to feel stressed, make a conscious choice to physically remove yourself from the source of the stress.
	2	Learn and practice diaphragmatic breathing. Use it at a time when you feel your stress responses being triggered.
	3	If you experience a stressful event, write a journal entry about the stressful event, detailing what is happening, how you feel about it, who is impacted etc. Use the SEW Worksheet in the resources section to guide your reflection.
Optimism	1	Write down three times when things you didn't think would work or would be successful turned out to work better than you imagined.
	2	If you find yourself in a negative conversation or situation, stop the conversation and ask 'I am wondering if there is another way we can look at this .
	3	When someone asks you how you are, always start by telling them about something good in your life, even if you then tell about other things are not good.