



Self-Management

Once we have learned how to be self-aware of our emotions and where they come from, we can move into self-management. This process involves learning strategies for managing, not controlling, our emotions so that we are able to respond effectively to any given situation.

Strategies

Breathe Right

- In times of stress our breathing is usually the first to go even though it is what we need the most. Next time you find yourself in a stressful situation, take the time to breathe in and out deeply to calm your mind.

Create an Emotion vs. Reason List

- When your mind is torn between your emotional and rational brain, make a list that distinguishes the emotional side from the rational side of the argument.

Make Your Goals Public

- When you let other people in on your goals and ambitions, we are more likely to reach them ourselves because of the external motivation. Additionally, these people can keep you accountable throughout the journey.

Count to Ten

- When you feel yourself getting frustrated or angry, stop and count to ten and make sure to keep breathing throughout. This will stop you from reacting to a situation with emotion too quickly.

Sleep On It

- Sometimes all we need to do is think over something for a night, a few days or even a week. While we wait, information may surface that makes our decisions much easier to make.

Talk To a Skilled Self-Manager

- Not all emotional intelligence traits come easily to us, this is why it is important to understand where our weaknesses lie so that we can seek out mentorship from people who have strengths in that area.

Smile and Laugh More

- When you laugh and smile (even if it is fake) you can trick your brain into thinking that you are happy! So, the next time you are feeling low or frustrated about something, try to smile and laugh for a few minutes and see how you feel afterwards.

Set Aside Some Time in Your Day for Problem Solving

- Take a 15-minute period to turn off your phone and computer and just think. This is a great way to make sure that your decisions aren't muddled by emotions.

Take Control of Your Self-Talk

- Thinking comes so naturally that we tend to forget we are doing it. Additionally, it is powerful enough to manifest emotions, both positive and negative. Be aware of the things you are thinking about so that your thoughts don't take control of your emotions.

Visualize Yourself Succeeding

- Visualizing yourself succeeding is almost as powerful as succeeding itself. One of the best times to visualize is as you are falling asleep!

Clean Up your Sleep Hygiene

- Sleep is one of the most important things you can get in order to manage your emotions. When you aren't sleeping well or long enough at night this can cause you to not be as high functioning the next day so make sure you get enough quality sleep.

Focus Your Attention on Your Freedoms, Rather than Your Limitations

- There are a lot of situations in which we feel like we don't have control. While this may be true for the actual outcome of the situation, we do have complete control over our emotional response to it.

Stay Synchronized

- Synchronicity involves making sure your emotions match things like your demeanor and body language. "To keep yourself synchronized, direct your attention away from your emotions and on to the task at hand" (p. 126).

Speak to Someone Who is *Not* Emotionally Invested in Your Problem

- Sometimes we get too focused on our problems that it is hard to step back and get another perspective. Speaking to someone who isn't emotionally invested can help you get out of your thought patterns.

Learn a Valuable Lesson from Everyone You Encounter

- There is a valuable lesson to be learned from everyone, even when you find their personality to be off putting. The next time you find yourself in a conversation where you are on the defensive, reflect on what you learned about yourself during this experience.

Put a Mental Recharge into Your Schedule

- When you take time out of the day to do something physically active, it gives your mind the very important break it needs to recharge. Actually, scheduling this time into your day is a way to ensure that you do it.

Accept That Change is Just around the Corner

- Change is always on the horizon, so the idea here is to prepare yourself for change that is coming. This will ensure that you are never caught off guard and can adapt as easily as possible to the change.

Source: Emotional Intelligence 2.0 by Travis Bradberry & Jean Greaves

