Processing EMOTIONS



THE ESSENTIAL GUIDE & WORKBOOK

Dr. Lilly Partha

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Chapter 1

EMOTIONAL PROCESSING & EQ

Emotional intelligence, or EQ, refers to a person's ability to identify, understand, use, and positively manage emotions to enhance communication, overcome challenges, relieve stress, empathize with others, and defuse conflict. Processing emotions begins with emotional intelligence. The scope of both is extensive and covers a variety of aspects of our daily lives, like how we behave and interact with others. When you are emotionally intelligent, you are better able to recognize your own emotional state as well as the emotional state of others, as well as process your emotions.

Emotional intelligence is the backbone of processing your own emotions in a healthy way and understanding the people around you. Having a clear understanding of the emotional states of those around you can help you to better relate with them, achieve greater success, form healthier relationships, and lead a more satisfying life overall.

Compared to what we know as IQ, or intelligence quotient, emotional intelligence is considered more important in attaining success and happiness in both your career and your life. Some of the most intelligent people on the planet do not end up very successful or happy. Why is this? Emotional intelligence allows us better ability to interact with the world and therefore create a life of health, wealth, and happiness.

Your ability to read and interpret other people's signals and respond to those signals appropriately will ultimately determine how far you will go in both your personal and professional pursuits of success. This is why developing your emotional intelligence will help you understand, handle, negotiate with, and empathize with others.

Understanding your emotions first and foremost will allow you to process them more quickly, easily, effectively and efficiently.



TYPES OF

Emotional intelligence



Research in the area of emotional intelligence has determined that there are five major classes of skills that are associated with emotional intelligence. Each one is in charge of different areas and aspects of our lives, and therefore are valuable in their own right.

Learning to develop skills in each area will give you more control over different aspect of your life.

Self-awareness

Self-awareness is your ability to recognize your emotions and the impact that they have on not only your thoughts but your behavior as well.

Through self-awareness, you will start to understand your strengths and weaknesses. This is a critical part of your emotional intelligence and processing. Having self-awareness will also help you to build self-confidence and understand not only yourself but how you interact with the world.

Self-regulation



Self-regulation is your ability to put impulsive behaviors and feelings under control and is another critical part of emotional intelligence. While self-management doesn't prevent you from feeling emotions, it enables you to have a say in how long a feeling lasts.

Learning how to manage emotions in a healthy manner, adapt to changing circumstances, and following through on commitments are just some of the critical aspects of self-regulation. There are several techniques that you can use to keep negative emotions like anxiety, anger, and depression at bay.

Motivation

Motivation refers to the internal process that propels you toward a goal. This category of emotional intelligence requires you to set clear goals, have a defined path for reaching them, and maintain a positive attitude in the process. Everyone has a predisposition toward a positive or negative attitude, but with motivation, you can shift how you think to a more positive orientation. Every negative thought that crosses your mind can be reframed in a positive way to help you achieve your goals. Motivation consists of the following:

- Achievement drive
- Commitment
- Initiative
- Optimism


Don't adapt to the energy in the room,
Influence the energy in the room.

Empathy

Empathy refers to your ability to understand the concerns, needs, and emotions of others, and it is an essential element of emotional intelligence. Empathy enables you to recognize emotional cues and group power dynamics that can help you respond to the reactions of others more proactively and appropriately. Empathic people are service-oriented and excel at supporting others, leveraging diversity, and being aware of their environments.

SOCIAL *Skills*

Social skills are the last category of emotional intelligence. Social skills, also referred to as relationship management, are the ability to develop interpersonal skills that can significantly boost your chances of having a successful career and life.

Because we live in a global economy with the ease of access to information and technical knowledge, it is essential to have people skills if you want to understand, empathize, inspire, and work well in team settings. In addition to conflict management, having excellent social skills will allow you to:

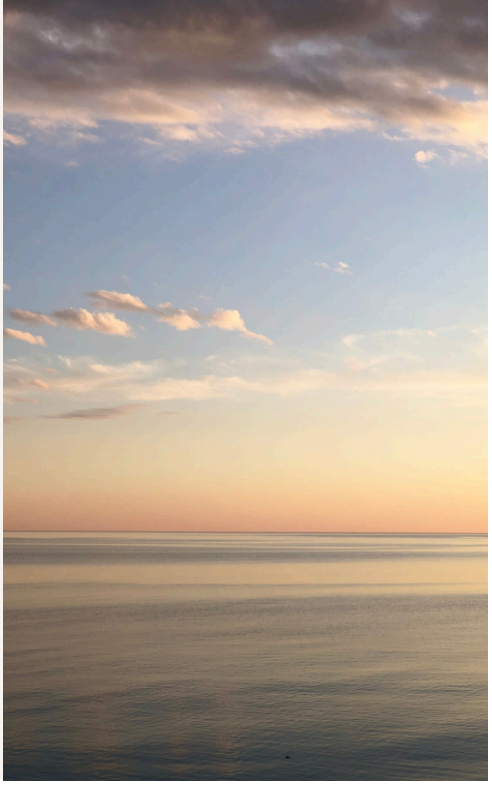
- Influence others
- Communicate
- Build connections
- Be a leader



Psychologists agree that IQ alone isn't sufficient for achieving happiness and success in life.

According to recent studies, your IQ only accounts for around 10 to 25 percent of your success, while emotional intelligence accounts for approximately 75 percent. Other studies have revealed that those with high EQ scores tend to perform better at work, are more self-confident, and make better leaders.

All these factors have led to the conclusion that EQ is an incredibly valuable skill and can significantly enhance a person's productivity and personal development.



Having a high level of emotional intelligence can set you apart from the crowd and help you create opportunities for yourself. Many advantages can accrue in your life as a result of having high emotional intelligence. Fortunately, the good news is that every person can increase their emotional intelligence if they are willing to put the work in and practice.

Some people are incredibly smart yet they aren't successful or living a fulfilled life. An example would be people who are brilliant in academics but are lacking in healthy social relationships or connection with the world around them.

This is because while they might have a high IQ, their emotional intelligence is low. There are many things that emotional intelligence can help you attain, including the following.

Personal Effectiveness

Emotional intelligence is regarded as a critical ingredient for your own success. It provides you with the ability to manage your affairs and those of others successfully, and process not only your own emotions but help others as well.

Emotional intelligence gives you the tools and strategies that can make you more aware of yourself and teach you how to manage your emotions, both the positive and the negative, which increases your personal effectiveness.

BENEFITS of *Emotional Processing*





Thinking Skills

What makes an issue challenging to solve might not be due to its complexity, but rather the perspective you have. Old issues that resurface can be solved by replacing previous ones with new perspectives. Emotional processing also helps in developing your strategic thinking capacity and your ability to inspire and motivate your team.

Professional Relationships

When you can understand and process your emotions in a healthy way, you will be able to understand better what makes people tick and apply that knowledge to improve yourself and your life instead of being stuck in your own feelings. This is crucial in developing a harmonious and positive working environment and relationships. Your ability to interact with others and communicate more effectively with others will all increase and this will naturally enhance your professional relationships.

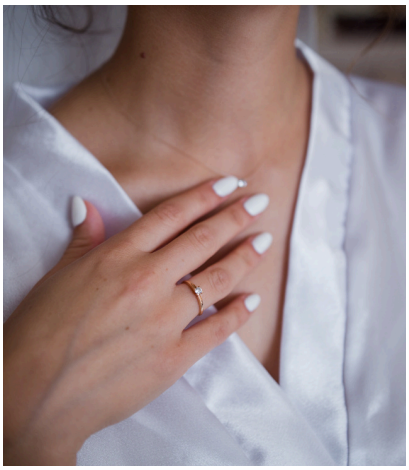
Leadership Capability

Effective leadership requires you to understand and empathize with the people you lead. Understanding and processing your own emotions provides you with strategies that are crucial in persuading, influencing, motivating, and inspiring others. The most significant determinant of success in any management or leadership style is the extent to which you understand the emotions of other people and how well you respond to them. This can significantly enhance satisfaction and create a conducive environment for stronger workplace relationships.

Physical Well-being

Your emotional state has a significant impact on your overall well-being. I'm sure you know what it feels like to be carrying around a lot of heavy emotions that are weighing you down. Stress management, which is closely related to your emotional wellness, gives you the unique ability to react in a positive way even when you face challenges in your life. This is incredibly important because stress can end up weakening your physical body, lowering your immune system, and ultimately decreasing your quality of life.

Mental Wellbeing



Our attitude and outlook on life are shaped by our worldview. For those of us who don't take the time to understand and process how we feel about ourselves and life situations, that lens can start to become negative and dark.

This will end up eroding your positivity and optimism, making your life dull and unpleasant. Your mental stability is usually at its highest when all your faculties, including your ability to understand and interpret your emotions, are working right.

Conflict Management

You can't get away from conflict. However, your ability to resolve any dispute is dependent on your level of understanding of the emotions of the people involved. If you can successfully discern and empathize with the feelings and perspectives of the people in the conflict, it becomes easy to solve such situations or even prevent them from occurring in the first place. People who process their emotions make better negotiators because it gives you an insight into the desires and needs of the people around you. When you know the emotional reason behind the problem, resolving conflict becomes much easier.



FINDING SUCCESS

Your ability to focus on a goal is a total of your internal motivators and self-confidence. By processing your emotions, you are able to 'lighten the load' that you carry, and effectively make more room for higher priority things in life. This can give you self-discipline and keep you on course towards attaining your goals.

Understanding and working through your emotions will clear the slate so you have better clarity and focus. It can also pave the way for personal growth and resilience. When you confront and manage your emotions, you build a stronger foundation for mental health and well-being.

Incorporating mindfulness practices such as meditation or journaling can be particularly effective in this emotional processing. These practices allow you to reflect on your experiences, identify patterns, and understand the root causes of your feelings. Over time, this self-awareness fosters a deeper connection with your inner self, leading to more deliberate and meaningful actions.

SELF AWARENESS

How well do you understand yourself? One of the foundational pillars of processing emotions is understanding ourselves on a deeper level.

What are some of your triggers for positive emotions, such as happiness? How do you communicate these to your life partner or family?

What are some of your triggers for negative emotions, such as sadness or anger?

List 3 of your most important values. Do you live these values? Give an example of a time when you demonstrated these values.

Practice self-soothing

What are some positive ways that you can count on to uplift your mood? What are some more ways that you would like to try?

Practice self-discipline

What are three things that you know you should do but have been putting off? Do them and congratulate yourself for your self-discipline!

SELF Regulation

Describe an instance in which you had trouble controlling your emotions and demonstrated poor emotional self-regulation. What were the results?

Think of a decision that you've been struggling to make. Look at the situation from a long-term perspective. Looking at is this way, what are your best options? Pick one and run with it.

Describe an instance in which you were able to control your emotions and demonstrated strong emotional self-regulation. What were the results?

What are some sincere compliments that you could give to your co-workers, classmates or family members? When was the last time you expressed any appreciation or positive feedback to the people closest to you?

What are some sincere compliments that you could give to a stranger that you encounter in your daily routine, such as someone waiting in the same line as you?

What do you thikn your body language says about you? How can you make some changes so that it will show others more of what you'd like to communicate?

Chapter 2

Identifying emotional triggers and strategies

Emotional triggers are the thoughts, feelings, and events that can evoke an automatic response. The use of the word trigger is crucial because the reaction occurs automatically without self-control.

While these reactions might seem involuntary, in reality, like everything else we do, the response is a matter of choice. If you want to take control of how you respond to different circumstances, then you will need to learn how to identify your own emotional triggers.



How to identify?

Until you are able to identify your emotional triggers correctly, they will continually rule over your emotions.

Rather than letting minor aggravations make you run for the hills, you need to learn how to take charge of your feelings.

You can do this by first dealing with your personal stressors. There are different groups of stressors, including the following.



Emotional Stressors

Emotional stressors can also be considered internal stressors. These stressors include anxiety and fears, along with personality traits like suspiciousness, pessimism, and perfectionism. These kinds of stressors often distort your thinking or perceptions that you have toward others.

Family Stressors

This category of stressors includes financial problems, relationship problems, empty-nest syndrome, and coping with unruly adolescents. All of these issues can trigger an emotional response.

Social Stressors

Social stressors can come from the interactions that you have with other members of society. They can include public speaking, dating, and parties. Just like emotional stressors, social stressors are individualized.

Change Stressors

Change stressors are ones that originate from necessary changes that happen in your life. These stressors can include moving to a new location, starting a new job, getting married, having children, and others.

Work Stressors

Work stressors are ones that occur in the workplace, which is typically full of pressure. These stressors can include an unpredictable boss, endless tasks, and tight deadlines.



In addition to these above stressors, there are other categories of triggers that can affect your emotional intelligence.

These can include things like the decision, disease, physical, phobic, pain, and environmental.

After looking through the stressors listed above, you can start to determine the main stressors that you deal with daily in your life.

It is possible to find that some of your stressors fall into more than one category.

Dealing with *Emotional triggers*



Once you've determined the stressors in your life, you need to figure out how to deal with them one at a time. Here are some of the common strategies that people use to deal with emotional triggers.

Elimination

Some of the emotional triggers that you experience can be eliminated from your life for good. For example, if you are living in an environment or any area that doesn't make you feel good, you can make a change and move. If you don't feel great when you hang out with a certain old friend, then make it a point to spend less time with them.

It's not always possible to eliminate stressors. Some of the stressors can't be easily eliminated and eliminating some of the stressors could end up causing significant loss in your life. To deal with these stressors, you'll need to work to resolve them using some of the other strategies.

Reducing the Stressors' Strength

This is a good strategy because it enables you to co-exist with others while minimizing the impact of the stressors. For example, if loud music from your neighbor is keeping you from concentrating on your tasks, but you can't eliminate the stressor entirely as suggested above, you might want to consider investing in earplugs or noise-cancelling headphones.

If you feel that your morning trip to work is a stressor, because you have to drive for more than two hours, you might think about using public transportation or carpooling with others from your work.

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G

The old saying goes “If you can’t beat them, join them.” For a majority of the stressors, you may just have to learn how to live with them, because eliminating them from your life could end up being counter-productive.

You need to come up with coping techniques that will allow you to be clearheaded and calm, even when you find yourself under pressure.

The sooner you can master these techniques, the better you will become, and some of the stressors will no longer be as threatening as they used to be.

Talking to a friend

If you have a trusted friend, one of the best ways to deal with stressors is to approach them and communicate your feelings to them. This way, you can get encouragement, fresh ideas, and the support you need to help you overcome your emotional triggers.

You need to consider the feedback you receive carefully because it comes from an independent perspective. If you can’t find a person to open up to, you can also join a support group where people who are facing similar challenges meet and talk with each other. These kinds of networks have life coaches who have experience in dealing with issues around emotional triggers.





STAYING POSITIVE

When times get tough



Some of the emotional triggers can have a severe impact because of our perspectives. If you are determined to stay positive, it is unlikely that emotional triggers will take their toll as strongly as if you didn't. You may encounter situations in your life that have the potential to trigger your emotions; however, because of your focus on positivity, these situations might not succeed in turning your world upside down, but instead may just cause a slight disruption.

As part of living a positive life, you should try as much as possible to fight off any tendencies of anxiety. Instead of focusing on the uncertainties of the future or the troubles of the past, you can choose to stay in the present and make the most of the opportunities that present themselves.

While each person is emotionally sensitive to a certain degree, learning how you can manage those emotions and triggers and what is causing them is what makes each of us different.

SOCIAL Skill

What are some open-ended questions that you can ask someone that you've just met at a social gathering? What are the ways you like to connect with people and discuss?

What are some open-ended questions that you can ask your loved one?

List 3 sincere compliments that you can give to a person close to you or family members today and then do it. Plan to give them a sincere compliment at least once each day.

1

2

3

JOURNAL Prompts

What are my top five values? Am I currently living by these values? Do my thoughts, emotions, and actions demonstrate my values?

Based on my emotion journal, what do I need to work on? What emotion would I like to address first?

How do others view me? Does this view help or hinder me in the pursuit of my goals? What changes should I make?

JOURNAL Prompts

Are the majority of my thoughts serving me or harming me? What are five negative thoughts I frequently experience and what are some alternatives that I can redirect to?

How well do I focus? What can I do to gain more focus? If I could focus better, what would I concentrate on? What emotions are heaviest on my mind?

What are my primary sources of motivation? What gets me excited?

CHAPTER 3

Setting personal boundaries

Whatever has happened to you in your life, the bottom line is that you are ultimately responsible. If you are looking for happiness and success in your personal and professional life, you must embrace this principle. When things go wrong in your life, there is always a temptation to blame others for your misfortunes, but that won't help you find happiness or harmony. If anything, it will ultimately worsen the situation.

Taking responsibility for your actions, choices, and direction in life will be the most powerful and intelligent way that you can deal with the issues you face. The moment you stop taking responsibility, the perspective you have in life will shift, and more often than not, you will start to see yourself as a failure because you've allowed yourself to blame others for your problems.

When you take complete responsibility for your life, and experience control and joy despite the circumstances, you are able to make better decisions and choices because you completely understand that you, and only you, are responsible for the outcome of your choices. Even when events happen that aren't within your control, you have the power to determine how you will react to those events. You can either make a disaster out of a situation or use the challenges in your life as a ladder to reach a higher level.

How to take *Responsibility?*

One of the most critical components that you need to accept is that you are in charge of your life, and no one else. It doesn't matter how hard you try and convince the people around you that the events currently happening in your life aren't the consequence of your actions, you will still need to go through them and face the consequences as they come. If you want to be able to remain in control and handle the situations you face with resolve and determination, you will need to do the following:

Stop placing blame on others

Whether you are by yourself or in a group with others, you need to listen to yourself as you talk. Work to eliminate blame and excuses in your speech. The more you continue to play the blame speech in your mind, the more likely you will try to shift responsibility to others.

Ask for feedback from others.

Constructive feedback can be a powerful tool for personal and professional growth. When approached with an open mind and a willingness to learn, feedback can shine a light on areas that need improvement and highlight strengths that might otherwise go unnoticed.

Receiving feedback requires a level of vulnerability, as it often involves listening to perspectives that may challenge our own self-perception. It's important to remember that feedback is not a personal attack but a gift intended to help us grow. By actively listening and reflecting on the feedback given, we can gain valuable insights and take actionable steps toward improvement.

Incorporating feedback into our lives is not always easy, but it is undeniably worthwhile. It requires practice, patience, and a commitment to self-improvement. By welcoming feedback with gratitude and using it as a catalyst for positive change, we can unlock our full potential and become the best version of ourselves.

Emotional processing allows us to respond instead of react.

Plan your life

Your life consists of the sum total of all the plans, decisions, and courses of action that you take on a daily basis. By putting a plan in place on how you want your life to run, you can successfully take control of your future and eliminate the temptation of blaming others for things that you are responsible for. Your plan should be broken down into achievable goals that you can measure your progress on.

RECOG NIZING

Your choices



You have an overall choice on how you are going to respond to any given situation. This is irrespective of the severity of the circumstances. It is possible to be locked away in prison and still maintain your mental sanity.

You have the option to focus on something more positive than the situation you are currently in. This will help you free your emotions and to a more significant extent, your entire being.

How to set *Boundaries?*

When you can start to understand what personal boundaries are and what defines healthy and unhealthy boundaries, it is vital that you know how to set up these boundaries. Setting personal boundaries, both emotional and physical, is a process that will take some time, so you need to have patience.

Consider what your boundaries are

It is almost impossible for you to create and enforce personal boundaries if you don't know what they are. Take some time to consider the things that make you uncomfortable. Establish the extent to which other people can come into your life and the things they should do as they approach you. This will help you to draw clear lines that will help you to define your personal boundaries.

Verbalize your needs

Don't be afraid to let those around you know about the things that you need in your life. For example, if you are bothered by the noise that someone is making, you need to have the courage to clearly tell them that you want silence and that they need to step back or go somewhere else. This will send them a signal that will inform them that they are intruding on your personal space.



Put consequences in place

Just like with any boundary violation, whether physical or emotional, there needs to be a consequence that follows it. Individuals can be experimental in that they can make a minor infraction to see whether there are any consequences. If no repercussions come up, they will continue to invade your personal boundaries, and they even might try to establish a new code of behavior when they are dealing with you. You need to deliberately put consequences in place, such as discontinuing the conversation, leaving the area, or refusing to answer to help ward off those who are looking to cross your personal boundaries.

Stand your ground

If you are to create and maintain your personal boundaries successfully, you need to hold tight to your ideals and value system and not back off of them for even a second. The moment that you make a mistake and compromise your stand, other people will be quick to swoop in and violate your boundaries.

Emotional processing is reflected in how you take responsibility and define your personal space. A person that has a definite value system and a set of easily identifiable boundaries is considered to be more responsible and emotionally intelligent.

EMPATHY

When was the last time you focused on the person you were talking to, and really listened to what they had to say - without judging, assuming anything, or interrupting? How can you build more of this into your daily routines?

Do you struggle to be able to see things from another's perspective? How can you practice this skill?

When can you schedule in a short time each day to meditate on feeling compassion for your loved one?

HEALTHY Boundaries

It is often helpful to prepare ahead of time how you will respond to situations that are difficult for you. Complete the following:

List 2 people you have difficulty speaking up to, ie. saying ‘no’ or asking for what you want.

1

2

Think of situations when you did not set healthy boundaries with both of these people.

1

2

Think of what you could have said of done differently to honor your boundaries.

1

2

Prepare a statement that you can use for both of these people if this happens again. Use a softened start-up to cushion the message and 'I' messages to take responsibility for your feelings/thoughts. For example, "I feel guilty saying 'no' when you ask for something. However, I often take on too much, and end up suffering the consequences. I have to think about my own needs, so I cannot do this for you."

Setting boundaries and being more assertive takes practice. People often resist when you begin to set limits or change your usual behavior. Be prepared to stick to it , even if they get angry or try to convince you otherwise. Just return to your original statement. "I can't do this for you."

Chapter 4

RAISE YOUR ABILITY TO PROCESS EMOTIONS PROPERLY

The information that passes into your brain has to first pass through your senses. Whenever this information is emotional or overwhelmingly stressful, your natural instincts take over, and our capacity to act is limited.

To make good decisions when you are confronted with these kinds of situations, you need to learn how to balance your emotions deliberately.

Emotion is also linked strongly to your memory. If you learn to stay connected to the rational and emotional part of your brain, you will be able to expand your range of choices when responding to new events.

In addition, integrating emotional memory into the decision-making process will help to prevent you from repeating past mistakes.



Rapid stress reduction

Stress is a part of our daily lives, but when it comes at overwhelming levels, it can end up subduing the mind, as well as the body. Stress can also hinder you from communicating clearly and ultimately interfere with your ability to read a situation accurately.

For you to remain focused, balanced, and in control, you need to learn different techniques for how to calm yourself down regardless of the level of stress that you are currently facing in your life. Stress-busting is one of the methods that you can use to cope well when faced with a stressful event. The following steps can help you to develop solid stress-busting skills.


WE ARE
DANGEROUS
WHEN WE ARE NOT
CONSCIOUS OF OUR
RESPONSIBILITY
FOR HOW WE FEEL AND THINK

Be aware of your physical response

If you want to learn to control your emotions and reduce the impact that stress has on your life, then you need to know how you physically respond to stressful events. Carefully analyze how your body feels when you are under pressure because this will help you to learn how to regulate tension when stress occurs.

People have very different reactions to stress. While some might become angry or agitated when faced with a stressful situation, others will become withdrawn and depressed. If you are one who tends to become angry, you will respond well to stress-relieving events because they will quiet you down. However, if you tend to become depressed when faced with stress, pursuing activities that are stimulating will be the best thing that you can do.

Analyze the stress–busting tactics that work for you

One of the best ways to quickly reduce stress levels is through the engagement of your senses. Everyone has their own way of responding to each of these sensory inputs, and the secret is in finding things that are soothing or that energize you. For example, if you are a visual person, you can surround yourself with images that are uplifting to help you fight off stress. On the other hand, if you respond better to sound, you can find a favorite piece of music that can help you relax.





EMOTIONAL AWARENESS

The ability to connect to your emotions is a critical part of understanding yourself. Having emotional awareness also helps you to become calm and focused, even in stressful situations. Too many people today are disconnected from their emotions because of adverse childhood experiences that taught them to shut their feelings out when faced with stressful situations. Unfortunately, while we can deny, distort, or numb our feelings, we can't eliminate them. Whether we acknowledge our emotions or not, they still exist. When you are emotionally unaware, your ability to fully understand your needs is hindered, which will only put you at a higher risk of becoming overwhelmed in threatening situations. For you to effectively process your emotions, you need to reconnect with them and learn to accept them.

You can learn and develop your emotional awareness at any time. Just like with any developmental process, improving your emotional knowledge needs to be a gradual process, starting with stress management, and then moving on to learning how to reconnect with your stronger emotions. This can help you change the way you experience emotions and how you ultimately respond to them.

EMOTIONAL *Triggers*

Take control of your emotional triggers by increasing your awareness and developing new ways of responding.

- [ ] Learn what a trigger is: It's an experience that draws you back into the past and causes old feelings and behaviors to arise
- [ ] Realize we all have triggers and they're different with each person
- [ ] Identify internal causes that interfere with your ability to live in the present moment
- [ ] Spot external prompts like situations or certain people that always "push your buttons"
- [ ] Keep a journal. Tracking your triggers is often the first step in mastering them. Write down what happened, and what your reaction was.
- [ ] Make time to relax. Reducing daily stress makes it easier to handle intense emotions
- [ ] Eat right, sleep well and exercise regularly so you are better prepared to deal with issues when they come up
- [ ] Take advantage of quiet times to brainstorm new strategies you can use when you're under pressure
- [ ] Know your capacity and proceed at your own pace; don't feel rushed or pressured to do anything that feels out of alignment for you
- [ ] Place yourself in difficult positions. Be open to doing something new and more constructive to expose yourself to growth opportunities
- [ ] Develop a strong support network and people who you feel comfortable talking to about important issues that arise
- [ ] Show compassion. Strive to be a little more patient and forgiving and people will be more likely to do the same for you

JOURNAL Prompts

What do I need to do to create a daily calming practice? Where could I meditate? What benefits do I believe I would receive by finding moments of calm? How would I describe my health and fitness? What changes in my behavior do I need to make in order to achieve my goals in these areas?

What are my top five goals? What habits should I eliminate to have a better chance of attaining these goals?

What is my single, most important goal for the next 12 months? Why?

JOURNAL Prompts

In what areas of my life do I need the most work to be happy and content?

Where have I failed in the past in this area of life? What changes can I make to be more successful in the future?

What are the primary ways I waste time? Which of these am I willing to give up?

Chapter 5

ESSENTIAL KEYS FOR COMMANDING YOUR ACTIONS

When you can learn to master your emotions, you can ultimately master your life. It is vital to understand the reasons why you do the things you do because of an inner drive to change the way you feel.

For example, if you want to make more money, lose weight, or buy new clothes, you are doing this because of the feeling you get when you accomplish your goals.

People who believe that losing weight will help them to become more confident, and ultimately attract love into their life, will go the extra mile to shed off unwanted pounds.

Emotions are an essential part of our life. Rather than putting them off and hiding them, you need to acknowledge them and realize the truth that lies within them.

THE EMOTIONAL Triad



No matter the situation that you might find yourself in, there are three main factors that will determine your feelings about the situation. Psychologists refer to these factors as the Emotional Triad, and they include the following:

Your Physiology

Every single emotion that you experience in your life is first felt in your body. For example, if you want to feel more confident, then you need to be grounded, principled, and courageous in your speech. On the other hand, if you're going to feel more passion in your life, then you should start talking and moving with more energy and conviction.

People who want to feel depressed simply have to frown, breathe shallowly, slump over, and stare at the ground. The bottom line is that the manner in which you use your body will end up changing how you feel. Emotion is created by motion.

What you focus on

Along with how you use your body, what you focus on will also determine how you feel. If you want to feel happy, you need to focus your attention on things that make you happy. By recalling more joyful moments in your past, you can create a platform and an opportunity to be happy today.

When you remove all the good things and experiences in your life and focus on the negative, you will most certainly end up feeling depressed. In life, both good things and bad things are available, and it is up to you to decide what you want to focus on.

Your Language

The words that you use have the ability to change the way you feel. If you begin making statements like, “I’m exhausted,” or “I’m so bored,” the chances are that you will feel tired or bored.

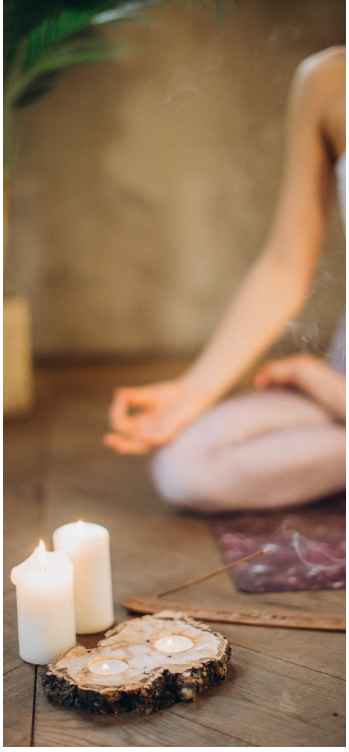
Every single word that you speak has an emotional state attached to it. Some words that you use are disempowering, while others are encouraging and uplifting.

By exercising care over your vocabulary, statements, metaphors, and phrases, you can control and command your emotions.

The reality of the Emotional Triad is that happiness is a choice, and the same goes for anger, depression, and frustration. There isn’t anyone who can make you feel angry or happy, but rather, it depends on how you interpret every situation that you face in your life.











Dealing with negative emotions

Both negative and positive emotions are a part of our lives and can't simply be wished away. However, you can decide to deal with these emotions so that you can effectively suppress the negative ones and encourage positive emotions. There are four ways in which you can deal with your negative emotions.

AVOIDANCE

Avoidance simply means keeping away from situations that have the potential to trigger negative emotions. For example, you might avoid approaching strangers or taking risks because you fear rejection or failure. It is incredibly common for people to turn to self-medication, like alcohol food, or drugs, to ward off negative emotions, which is just another form of avoidance.

DENIAL

Denial is the process of disassociating yourself from the negative emotions you're feeling by using statements like, "It wasn't that bad." While you may think it is perfectly okay for you to go into denial about your negative emotions, as they approach, unfortunately, that will increase those negative emotions and continue to intensify them until you pay attention to the negative emotions.

LEARNING & USING YOUR NEGATIVE *Emotions*

Learning from your negative emotions and using them to your advantage is one of the methods used to deal with negative emotions. First, you need to come to the understanding that all your emotions, both negative and positive, are there to serve you. Your daily emotions are a guideline, a support system, or a call to action. They tell you that the activity you are participating in either works or it doesn't.

The thing that you need to remember is that you are the origin of all of your emotions and that you and you alone create them. You don't need a particular reason to feel a certain way, but rather it is all your choice. The power to command your emotions lies within you. Every emotion comes from you, and you are the only one who is suited to not only handle them but subdue them as well. With continued practice, you can take advantage of your emotions and have them work for you rather than against you.





NEGATIVE *Emotions*

Pick one or more and note your feelings and physical reactions. The best time to do this is in the morning or before bed. Maintain this journal for at least a month to gain a better insight into yourself.

sad	hopeless
angry	annoyed
anxious	depressed
frustrated	vengeful
resentful	disappointed
guilty	afraid
envious	ashamed
jealous	lonely

What emotions am I experiencing?

PHYSICAL *Reaction*

For this exercise, think about an upsetting event or experience and write down how it made you feel emotionally and physiologically. Which parts of your body are affected? This will help you take notice of your reaction to distress and how to be objective and take control.

Keeping a journal of the symptoms will also help you find out how your body reacts to certain negative emotions. If necessary, calm yourself down first with some yoga or five minutes of deep breathing before you begin.

CHAPTER 6

Gain emotional control

If you find that you are frequently engaging in arguments or fights with those around you, it could be the result of anger. Anger is a normal and healthy emotion; however, when it reaches chronic levels, it can end up spiraling out of control. Having uncontrolled anger can bring about severe consequences in your life, your state of mind, your health, and your emotional intelligence. Getting insights into anger management tools and the reason behind your anger can help you learn how to keep your temper in check.

Understanding anger

Anger, as an emotion, is neither good nor bad. It is a normal emotion and healthy to display when you have been mistreated or wronged. While the feeling of anger isn't a problem, what you do with that anger makes a ton of difference. It has the potential to not only harm you but other people as well

Many people think that when they have a hot temper, their ability to control their anger is at its lowest point. However, we have more control over our anger than we think. You can learn how to express your emotions freely without hurting other people. When you can accomplish this, you will feel much better, and your needs will be met faster. Mastering the art of anger management isn't an easy task, but the more you can practice it, the higher the likelihood of it becoming much easier. Anger management affects your goal achievement, your relationships, and your level of satisfaction with your life.

The importance of anger management

Many people think they have the right to vent their anger and that those around them are overly sensitive. However, anger is incredibly damaging to your relationships and will impair your judgment. Emotional outbursts have always gotten in the way of success and will always have a negative impact on how others perceive you.

When your anger spirals out of control, it can even hurt your physical health. Anger can also be so dangerous that it can cause scars in people that you care about or ruin relationships. Always operating at high levels of stress and tension aren't good for your health. Scientific research has shown that having chronic anger can make you more vulnerable to heart diseases, high cholesterol, diabetes, a weakened immune system, high blood pressure, and insomnia.

When you are angry, you tend to consume vast amounts of mental energy, which has the potential to crowd your thoughts. This, in turn, can make it increasingly difficult to concentrate, see the big picture, and enjoy your life. Stress, depression, and other mental conditions are typical for people who experience frequent anger.

Having out of control anger can also affect how successful you are in your career. Even though creative differences, constructive criticism, and heated debates are healthy, continually lashing out can end up alienating your supervisors, colleagues, and clients further and can ultimately lead to an erosion of respect, and a bad reputation will follow you.



When you are always angry, very few people will want to remain around you or have a relationship with you. Have you ever been around that person who always seems on edge, upset, or about to explode? The first thing you want to do is get away from that person, right?


KNOWING
YOURSELF IS THE
BEGINNING OF ALL
WISDOM.

TIPS FOR MANAGING *Your anger*

Understanding why it is so important to manage your anger and how to avoid letting it spiral out of control, you need to focus on how different strategies that will help you manage your anger. Here are a few useful and practical tips to help you get your anger under control:

Understand the cause of your anger

Nothing happens to us without cause. There has to be an underlying issue that makes you struggle with your anger. Most of the problems that make you angry usually stem from things you learned when you were a child. For example, if you grew up in a violent house, you might have picked up the idea that anger is supposed to be used as a tool of expression to get what you want. High levels of stress and traumatic events could also be some of the underlying factors that make you susceptible to anger.

Some people use anger to cover up their feelings of insecurity, vulnerability, embarrassment, shame, and hurt. This means that these people aren't truly angry, but rather connect to certain events that make them angry. Knee-jerk responses are evidence that the temper that is being expressed is nothing more than a cover-up for other feelings and needs.

Beware of Triggers and Warning Signs

Every single buildup of an anger explosion is characterized by warning signs. Some of these signs are physical in nature and are manifested through your body.

Anger fuels the fight or flight system in your body, and the angrier you get, the more chances your body is going to go into overdrive. The moment you take some time to study the warning signs of your body, you can start to manage your temper before it gets out of control.

It is incredibly easy to point the finger at others and blame them for the circumstances around you while forgetting that the real cause of your anger is you and how you respond to stressful situations. It has very little to do with the actions of others.

Learn Effective Ways to Cool Down

There are several different techniques that you can use to help you cool down and keep your anger under control. Some of the methods include:

- Taking deep breaths and slowly breathing from your abdomen.
- Exercising helps to release pent-up energy and can help you approach a situation with a cooler head.
- Take advantage of all your senses to help you calm down.
- Massage and stretching areas of tension can help your body relax and ease tension.
- Remove yourself from the situation to help you release tension and give you the space you need to reconsider your response.

Seek Professional Help

If you haven't been able to manage your anger on your own, you should seek professional help. There are therapies, programs, and classes that are specifically for people who have issues with anger management. Many other people suffer from the same problems, and together, you can help each other overcome them.

EMOTIONS *Pattern*

At the end of every week, go through your journal and look for patterns. Do you tend to experience one particular emotion more than others? Were you feeling this way due to your own actions or was it because of another person?

How do I feel?

What physical symptoms do I feel?

What triggered this emotion?

Make a plan for how you can respond positively and effectively when your negative emotions are triggered

What are the signs you can look for next time to recognize your reactions to these triggers?

POSITIVE *Traits*

While you're digging into your psyche for negative emotions, also consider your positive traits to keep your perspective balanced. No one is perfect and you should pat yourself on your back for having the courage to take this journey into your dark side and transform it into light.

What are the traits that make you feel good about yourself?

Chapter 7

MASTERING CONFLICT RESOLUTION

Every relationship has its ups and downs, and conflict is an essential component. Learning how to handle conflict rather than wishing it away is a crucial aspect of emotional intelligence.

When conflict is mismanaged, the chances are high that you will cause significant harm to your relationships.

However, when you learn how to handle conflict in a positive and respective manner properly, you can create opportunities for strengthening relationship bonds.

Learning how to resolve disputes is vital for improving your emotional intelligence and keeping both your professional and personal relationships strong.

Understanding the cause

Conflict can arise because of both large and small differences between people. When people disagree over motivations, ideas, values, perceptions, or desires, they are bound to enter into conflict. A conflict can be fueled by small differences, but at the center of the conflict, there is usually a more deep-seated personal need. Those needs can be anything from safety to respect and everything in between.

How to perceive conflict?



People perceive conflict differently. Some people will do everything they can to avoid conflict because of the painful memories that are associated with them. If you previously had unhealthy relationships, your perception of conflict could be that it all ends up in disagreements. When you have conflict in relationships, it is often viewed as being demoralizing, humiliating, dangerous, and even something to be feared. In the event that you had a childhood experience that left you feeling powerless or out of control, conflict may be traumatizing for you.

If you view conflict as being dangerous, most likely your prophecy will be self-fulfilled. If you enter into a conflict while feeling threatened, it can become more challenging to handle the conflict in a healthy manner. There is a high chance that you will either blow up in anger or completely shut down.

Conflict resolution skills

If you want to resolve a conflict successfully, then you need to start practicing two core skills. The first is the ability to reduce stress quickly, and the second is the ability to remove comfortable with your emotions so that you can react in a constructive way during arguments or perceived attacks.

Quick stress relief

If you want to stay balanced and focused despite the challenges in your life, then you need to improve your ability to manage and relieve stress.

The moment that you fail to stay centered and in control, chances are high that you will become overwhelmed in situations of conflict, which will affect the quality of your response. If you often feel tense or tight in your body, then stress is a significant problem in your life.



Emotional awareness

Emotional awareness helps you understand yourself and others better. If you don't know how you feel, you won't be able to resolve the conflicts in your life amicably.

Conflict resolution calls for effective communication. Understanding your feelings might seem like a simple process, but many people ignore strong emotions like anger, sadness, and fear.

Your connection to these feelings will determine how you ultimately handle conflict. If you are afraid of strong emotions, then your ability to resolve differences in a dispute will be impaired.

Conflict & resolution

non-verbal communication



When you are in the midst of conflict, the most critical information is exchanged non-verbally. When people become angry, the words they use rarely convey the deep issues of their heart. To connect with your feelings, you need to learn to listen to what is being said, as well as what is being felt. This kind of listening can inform you, strengthen you, and make it a bit easier for other people to hear you.

In emotionally charged scenarios, pay close attention to the non-verbal communication that is expressed by the other person. This can help you figure out what they are really saying, which in turn allows you to respond in a manner that helps build trust and get to the root of the problem. People who process their emotions have a better chance of success in resolving conflicts because they can put themselves in the shoes of the other party.

FINDING *Peace*

When you're surrounded by nature, most people feel peaceful, refreshed, and rejuvenated. If you can't get to a natural spot when you're upset, imagine how you'd feel among the trees and flowers, with the birdsong in your ears. Let this feeling envelop you and drive the blues away. In the space below, make a list of the places where you've experienced peace and rejuvenation and journey to them in your mind. They'll always be there for you.

List the places where you felt happy as a child

Describe your favorite retreat, where they in a garden or park?

Do you prefer sunshine and the beach or perhaps a forest with tall trees?

Colours and scents that you like?

Reviewing My Day

Review your day and consider your answers to these questions:

How did you spend your time?

What did you enjoy?

What did you dislike?

Did you lose your temper? If so, why?

Reviewing My Day

Review your day and consider your answers to these questions:

What was the best thing that happened to you? What was so great about it?

What was the worst thing that happened?

What would you change about the day?

What did you learn about yourself today? What could you have done better?

CHAPTER 08

Mastering Your Interpersonal Skills

Interpersonal skills are an excellent asset for anyone who is looking to improve their emotional intelligence and growth in their career.

It is what distinguishes great people from ordinary individuals. People who have excellent interpersonal skills are treated as being more likable and more friendly to be around.

It is entirely possible to use these soft skills and use them to improve the way you communicate with others.

Here are the top interpersonal skills that you need to have if you want to improve your emotional intelligence.

VERBAL *communication*



Verbal communication is the most used form of self-expression. We react to situations around us and communicate our emotions through the words that we speak. If you want others to understand you, then you need to ensure that your verbal communication pathway is clear.

One of the easiest ways that you can develop clarity is by speaking more thoughtfully. The more thoughtful you become, the more measured your responses will be, and people will respect you for that.



Non-VERBAL *communication*

Non-verbal communication is often underestimated and underrated. It has a tremendous impact on your emotional intelligence because it reinforces what you are expressing verbally. It is possible to convey an emotion or respond to a conversation without saying a single word.

Your body language says something about your feelings. The way you position yourself in a room, your gestures, your voice, and your posture reveal your attitude to the people around you.

Listening

Listening is a vital personal skill that enables you to interpret and respond to conversations. When your listening skills are insufficient, messages can be easily misunderstood, which can cause communication breakdown and the parties to become frustrated.

Considering that excellent listening skills can enhance your productivity, boost customer satisfaction, and increase the sharing of relevant information, it is crucial that you make a substantial effort to learn this skill.

Questioning

In today's day and age, questioning has become a lost art despite it being a useful technique that helps to build listening skills. Contrary to what many believe, questioning isn't just a tool for obtaining information, but an excellent way to initiate conversation. Questioning demonstrates that you have an interest in the subject being discussed. Asking smart questions indicates that you know how to approach problems to get the answers that you need.

Problem solving

Life is complex and there will always be problems that require solutions. The speed at which you solve the problem isn't as important as how you solve it. In problem-solving, there is no plan that guarantees that you will succeed.

The critical component of problem-solving involves being able to identify the problem, dissect the challenge to understand it fully, examine the options, and come up with a strategy for solving the problem.

Social awareness

Being in tune with the emotions and needs of others is an essential skill for emotional intelligence. Social awareness makes us embrace and appreciate the success of others. It also helps you identify opportunities. Being able to respond appropriately to a social situation is a clear demonstration that you are operating on a higher level of emotional intelligence.

CONCLUSION



When you can learn how to command your emotions, you will be able to exercise greater control over your life and ultimately unlock opportunities that would have otherwise remained hidden. Life is always going to be better when we understand ourselves and our emotions and can process them.

Being able to recognize when an emotional trigger happens, identify the feelings and emotions associated with it, and adapt your behavior is an incredible skill. Being able to hone this practice will guarantee you to live a happier and certainly healthier life.

Emotional intelligence teaches and trains you how to better relate with the people around you, as well as with yourself and your own emotions. With the pace at which the world is quickly becoming a global village, it is more important now that you learn how to listen and interpret the information that you are gathering from those around you.

By doing this, you can learn how to structure your response and communicate better with those around you. Utilizing the skills and practices outlined here will allow you to improve your physical, mental, and emotional health.

HOW SOMEONE TREATS YOU IS A REFLECTION OF THEM, NOT YOU.

Bonus Section



Below are some of our favorite worksheets and trackers to help you stay on top of your personal development journey.

Mood Tracker

DATE: MOOD: 😭 😠 😕 😐 😊 🥰 😄

WAS TODAY ENOUGH OF:

	YES	NO
SLEEP	○	○
REST	○	○
WORK	○	○
EXERCISE	○	○
VITAMINS	○	○
MEDICINE	○	○
FOOD	○	○
FRESH AIR	○	○
SELF-CARE	○	○

Today's Affirmations

TODAY'S CHALLENGES

TODAY'S HIGHLIGHTS

Weekly Emotions

DATE:	WEEK:

Sunday:

Monday:

Tuesday:

Wednesday:

Thursday:

Friday:

Saturday:

Summary of the week

Daily Check in

DATE:

Dream log

Hours of sleep:

Sleep quality:

TOP 5 MOMENTS OF TODAY	DAILY ACHIEVEMENT	DAILY GRATITUDE

BREAKFAST	SNACKS	LUNCH	SNACKS	DINNER	WATER
					OZ.
CAL.	CAL.	CAL.	CAL.	CAL.	TOTAL

EXERCISES	TOP TO-DO LIST

Energy Amplifiers

- ◯ Sunlight
- ◯ Outdoors
- ◯ Breathing Exercises
- ◯ Laughters
- ◯ Cuddling with an animal
- ◯ Meditation
- ◯ Reading
- ◯ Music
- ◯ Talking to a trusted friend
- ◯ Journaling
- ◯ Creativity
- ◯ Sleep
- ◯ Self-care
- ◯ Writing

Energy Vampires

- ◯ Over-analyzing
- ◯ Too much screen time
- ◯ Clutter
- ◯ Dehydration
- ◯ Poor diet or habits
- ◯ Poor sleep
- ◯ Gossip/drama
- ◯ Lack of boudaries
- ◯ People pleasing
- ◯ Blaming others
- ◯ Comparison
- ◯ Disempowering self-talk
- ◯ Lack of movement
- ◯ Living in the past Repeating negative cycles
- ◯ Not taking action

Dream Journal

Write down as much as you can about every dream you remember. This will help to not only build the habit but will make your brain more primed for dream recall later.

(Day): *(Month):* *(Year):*

(Dream Overview) Record a detailed description of the dream. Include people, places, emotions, and any vivid details you remember, no matter how small.

Mood Tracker ○ ○ ○ ○ ○

Lucidity Level ○ ○ ○ ○ ○

Sleep Quality ○ ○ ○ ○ ○

Recurring? YES ○ NO ○

Interrupted? YES ○ NO ○

(People and Relationships)

(Emotions Felt) NOTE THE EMOTIONS EXPERIENCED DURING THE DREAM. HOW DID THE DREAM MAKE YOU FEEL?

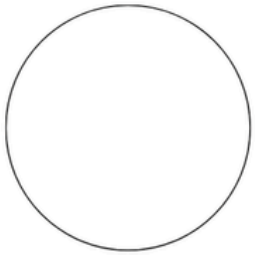
(Interpretation) DIVE DEEP INTO DREAM INTERPRETATION — DECODE MESSAGES, SYMBOLS, AND INSIGHTS

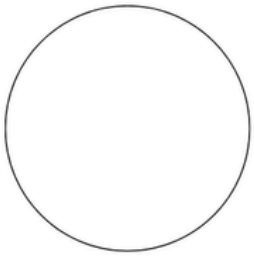
Intention Setting

Write out your intentions for meditation or self care routines or practices you want to incorporate

This month I plan to..

This month I choose to focus on..





Self Reflection

I am someone who loves _____

I am someone who dislikes _____

I am someone who enjoys _____

I am someone who is ready to _____

I am someone who always _____

I am someone who's thankful for _____

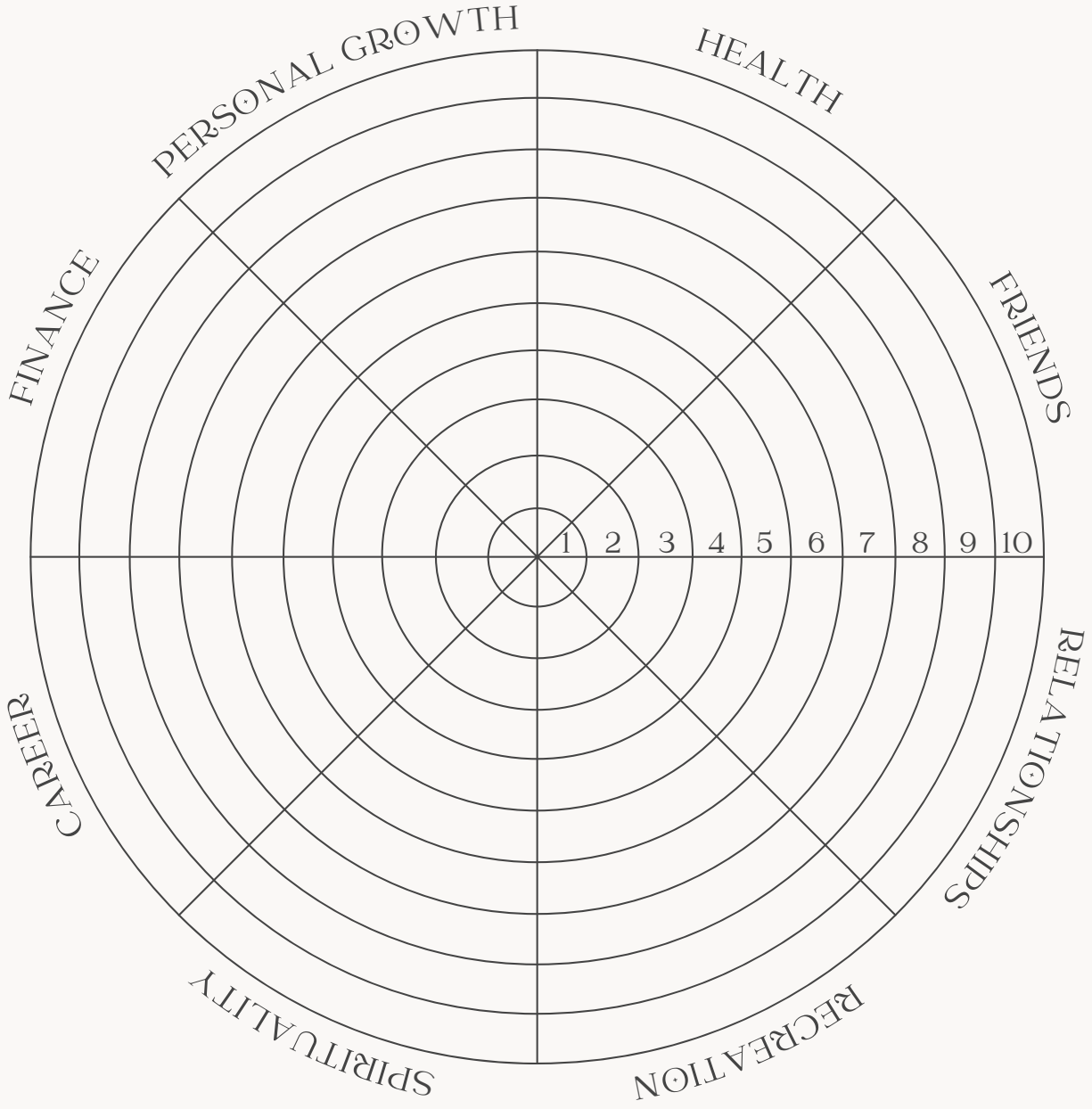
I am someone who is knows _____

I am someone who is _____



WHEEL OF
LIFE

THE WHEEL OF LIFE IS A GREAT TOOL THAT HELPS YOU BETTER UNDERSTAND WHAT YOU CAN DO TO MAKE YOUR LIFE MORE BALANCED. THINK ABOUT THE 8 LIFE CATEGORIES BELOW, AND RATE THEM FROM 1 - 10.



SELF-CARE

PLANNER

PRIORITISING SELF-CARE IS A VERY IMPORTANT STEP IN LIVING A BALANCED AND STRESS-FREE LIFE. FILL OUT THE BOXES BELOW DURING THE WEEK TO GIVE YOURSELF TIME TO REFLECT.

I'M GRATEFUL FOR

EXERCISE AND NUTRITION

MY BIGGEST SELF-CARE GOAL THIS WEEK

HABITS	S	M	T	W	T	F	S
01	○	○	○	○	○	○	○
02	○	○	○	○	○	○	○
03	○	○	○	○	○	○	○
04	○	○	○	○	○	○	○
05	○	○	○	○	○	○	○
05	○	○	○	○	○	○	○

MONTHLY REFLECTION *Journal*

DATE: TIME:

✦ Monthly Wins

✦ How does it make me feel?

✦ Challenges

✦ How can I improve it?

Accomplished Goals

Unaccomplished Goals

Goals Next Month

Habits Retained

Habits Eliminated

New Habits Developed
(Good & Bad)

Three things that I am most grateful for this month:

Two life lessons I learned this month:

One word that best describes this month:

How will you rate this month? ☆☆☆☆☆

ADDITIONAL TOOLS AND RESOURCES FOR YOUR JOURNEY

THE ENTREPRENEUR'S MINDSET: Developing the Right Attitude for Success

From understanding the importance of passion and vision to embracing risk-taking, resilience, and learning from failure, this book covers a wide range of topics that shape the entrepreneurial journey.

CLICK HERE





Life Planner Deluxe

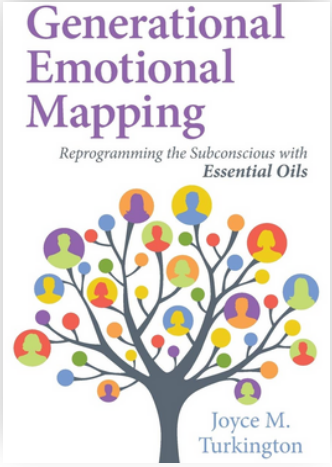
Stay on top of all of your goals, manifestations, and productivity all in one place. This planner is the most in-depth and detailed planner out there, including Law of Attraction spaces & prompts.

CLICK HERE

Generational Emotional Mapping: Reprogramming the Subconscious with Essential Oils

This manual is designed to allow you to quickly find the essential oil that will deal with the emotion(s) at the root of the symptoms being expressed. You will learn of the author's journey in self-help healing and about the benefits of essential oils in dealing with stress.

CLICK HERE



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Thank
You