

Self-Awareness Strategies

- Quit treating your feelings as good or bad
- Observe the ripple effect from your emotions
- Lean into your discomfort
- Feel your emotions physically
- Know who and what pushes your buttons
- Watch yourself like a hawk
- Keep a journal about your emotions
- Don't be fooled by a bad mood
- Don't be fooled by a good one, either
- Stop and ask yourself why you do the things you do
- Visit your values
- Check yourself
- Spot your emotions in books, movies, and music
- Seek feedback
- Get to know yourself under stress

Self-Management Strategies

- Breathe right
- Create an Emotion vs Reason list
- Make your goals public
- Count to ten
- Sleep on it
- Talk to a skilled self-manager
- Smile and laugh more
- Set aside time in your day for problem solving
- Take control of your self-talk
- Visualize yourself succeeding
- Clean up your sleep hygiene
- Focus your attention on your freedoms, rather than your limitations
- Stay synchronized
- Speak to someone who is not emotionally invested in your problem
- Accept that change is just around the corner

Social Awareness Strategies

- Greet people by name
- Watch body language
- Make timing everything
- Develop a back-pocket question
- Don't take notes at meetings
- Plan ahead for social gatherings
- Clear away the clutter
- Live in the moment
- Go on a 15-minute tour
- Practice the Art of Listening
- Go people watching
- Step into their shoes
- Seek the whole picture
- Catch the mood of the room

Relationship Management Strategies

- Be open and be curious
- Enhance your natural communication style
- Remember the little things that pack a punch
- Take feedback well
- Build trust
- Only get mad on purpose
- Don't avoid the inevitable
- Acknowledge the other person's feelings
- When you care, show it
- Explain your decisions, don't just make them
- Make your feedback direct and constructive
- Tackle a tough conversation