

TOOLS & TECHNIQUES



Explore your emotional intelligence and
find out how to use its full potential.



Discussion



Agenda



Analyse



Break



Reflection



Recap



Writing



Reading

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Body

Your smorgasbord of tools and techniques for managing emotions begins here:

There are many ways to manage emotions. We need a variety of techniques for a variety of emotions and a variety of situations. This is a starting point. There are many more variations you may want to add.

The list includes a variety of researched techniques. We have included:

- Sustainable and unsustainable strategies
- Proactive and reactive strategies
- Passive and active strategies
- Productive and unproductive strategies

Use yourself as a scientific experiment and test some on yourself. Notice what helps you, what works.



Brain



Relationship



Environment



Brain

MANAGING EMOTIONS USING OUR BRAIN

- #1 Be mindful and in the present
- #2 Practice meditation
- #3 Savour the world around you using all your sense - what you see, hear, taste, smell and touch.
- #4 Do nothing and settle your mind for ten minutes
- #5 Savour your emotions - allow them to be and experience them.
- #6 Practice gratitude - five things each day or each week.
- #7 Three best things - write down each night the best things that have happened to you that day.
- #8 Write a gratitude letter to yourself or someone else - alive or dead.
- #9 Practice appreciation - for yourself and others
- #10 Think of all the positive things in your life
- #11 Remember happy events
- #12 Celebrate your successes and achievements, even small ones.
- #13 Focus on your levels of positive emotion today - make yourself happy.
- #14 Notice your emotions
- #15 Label your emotions - this triggers your self regulation mechanism and helps reduce the intensity of negative emotions.
- #16 Understand the emotional refractory period and use your strategies to move through it as well as you can
- #17 Learn when to disengage and re-engage with your emotions
- #18 Build your self awareness
- #19 Know your strengths - what energises you.
- #20 Use your strengths everyday, reassess things that don't work.
- #21 Know your iceberg - your values, beliefs, personality, preferences.



#31 REFLECTION



#39 JOURNAL

- #22 Observe your behaviour
- #23 Challenge negative beliefs that may be holding you back
- #24 Listen to your self talk
- #25 Change your thinking (also known as cognitive reconstruction)
- #26 Challenge your negative thinking - is it true, false or don't know?
- #27 Consider the control model - can you control it? Can you influence it? If not, let it go.
- #28 Understand your 'hot buttons'
- #29 Use your values for making a decision today
- #30 Remind yourself why you do what you do
- #31 Reflect on your personal vision and purpose
- #32 Reflect on, or write down, your goals.
- #33 Visualise a goal you have set for yourself
- #34 Remind yourself of your achievements and successes
- #35 Use your imagination - visualise your best self.
- #36 Use your intuition
- #37 Give yourself positive feedback everyday
- #38 Use the mood meter to first gauge your emotions then decide where you want to spend your time emotionally
- #39 Write a journal - jot down everything you think and feel
- #40 Choose positive language



#9

APPRECIATION



#3 SAVOURING



#2

PRACTICE MEDITATION



Body

MANAGING EMOTIONS USING OUR LINK TO OUR BODY

Remember this is about managing your emotions - whether to increase the duration and intensity of our 'ups' or reduce the duration and intensity of our 'downs'; to shift our emotions to suit the task or situation; to accept and honour our emotions; to leverage our emotions to help us achieve an outcome. All of these things need emotional management.

- #1 Smile first thing in the morning, or any time throughout the day. Let your body tell your brain you are feeling good.
- #2 Sleep - get enough 'mezzo' breaks in your life.
- #3 Sit still to calm yourself
- #4 Move to energise yourself
- #5 Stand to feel confidence and strength
- #6 Practice your Wonderwoman pose regularly
- #7 Lie down and relax your body
- #8 Sit up straight in your chair
- #9 Do star jumps to generate energy
- #10 Yawn - not only the best for descent in a plane, but also great for getting oxygen into you.
- #11 Raise your arms and swing them - releasing of hormones under our arm pits often referred to as 'happy hormones'.
- #12 Physically remove the tension. If you feel tense in the arms, shake your arms; if you feel tension in your chest stretch and expand or breathe deeply.
- #13 Breathe - take six deep diaphragmatic breaths.
- #14 Focus on your breath for 60 seconds
- #15 Laugh out loud - just because you can.
- #16 Adapt your voice and body language and know the impact on yourself and others



#21 EXERCISE



- #17 Pay attention to the way you communicate with your words, tone and body language.
- #18 Focus on the physiological sensations of your emotions to improve your emotional perception
- #19 Do a 60 second body scan. Take note of where you are holding tension and release as you scan through.
- #20 Assess your energy levels
- #21 Exercise - whatever works for you.
- #22 Go for a run, go to the gym, walk along the beach, do a boxing class.
- #23 Do yoga
- #24 Make an appointment with a physiotherapist or a personal trainer
- #25 Bounce on a trampoline - good for the lymphatic system.
- #26 Stretch your body
- #27 Learn a new exercise, go to a new exercise class.
- #28 Sing, dance, cry, scream - use your physiology.
- #29 Choose appropriate food and drink
- #30 Have a cup of tea
- #31 Pay attention to your diet
- #32 Review what you are putting into your body
- #33 Drink plenty of water (add lemon for fun)
- #34 Have a glass of wine
- #35 Get or give a massage
- #36 Have sex and create intimacy
- #37 Have a bath
- #38 Wrap yourself in a warm blanket
- #39 Walk around naked (in private)
- #40 Careful - smoking, alcohol and drugs are generally not sustainable.

#4

BREATHING

#6

WONDERWOMAN POSE





Relationship

MANAGING EMOTIONS USING OUR RELATIONSHIPS

- #1 Smile at people and make eye contact
- #2 Connect with someone - find things in common.
- #3 Talk to someone
- #4 Use someone's name - make them feel respected and acknowledged.
- #5 Write a letter to someone
- #6 Make 10 people smile each day
- #7 Buy a gift for someone
- #8 Actively listen
- #9 Random act of kindness - do five conscious random acts of kindness in one day.
- #10 Pick up litter
- #11 Leave a present somewhere - for anyone.
- #12 Buy flowers for someone
- #13 Do something unexpected for someone
- #14 Compliment someone randomly
- #15 Contribute or volunteer your time or money
- #16 Offer your help or support
- #17 Talk to someone in the lift
- #18 Visit your local hospital, aged care, homeless shelter.
- #19 Call someone, especially someone you haven't spoken to in while and make their day.
- #20 Catch someone doing something good
- #21 Leave a special note for someone
- #22 Give positive feedback to someone everyday
- #23 Watch someone else's physiology. Gauge how they move, breathe, hold themselves.



#40 HUG A PET

- #24 Watch facial expressions to gauge people's emotions
- #25 Wave at someone like you were a child in the back of car
- #26 Hold hands
- #27 Look someone in the eye
- #28 Hug someone
- #29 Love someone
- #30 Have sex
- #31 Tell someone you love them
- #32 Phone or meet a friend
- #33 Touch or connect with someone
- #34 Spend time with people that can generate the emotion you desire
- #35 Surround yourself with positive people
- #36 Find a great coach - either formal or informal
- #37 Buddy up with someone to compliment strengths and to commit or gain accountability
- #38 Have a social or date night
- #39 Be with or talk with children
- #40 Stroke, cuddle, hug, walk your pet (or someone else's).

#9 RANDOM ACT OF KINDNESS



#31 TELL SOMEONE YOU LOVE THEM





Environment

MANAGING EMOTIONS USING OUR ENVIRONMENT

- #1 Get some fresh air or sunshine. Stand in the rain.
- #2 Get out into nature or just change your environment when you need to
- #3 Have a micro break - walk around the block
- #4 Surround yourself with beauty, know what is aesthetically pleasing to you and others
- #5 Go to the beach, paddle your feet, go for a swim
- #6 Go to the theatre, the cinema, a concert or a play
- #7 Go to an art gallery - savour and appreciate
- #8 Put on some music to create the emotions you want
- #9 Light candles, turn the lights off
- #10 Read a book
- #11 Learn something new - piano, carpentry, quantum physics?
- #12 Put on a personal development audio
- #13 Watch a movie to enhance your mood
- #14 Turn off the TV
- #15 Play a game
- #16 Find a hobby or take up an old one again
- #17 Draw, paint, sketch, play with clay - get messy.
- #18 Take up sewing, knitting, gardening.
- #19 Try building something
- #20 Cook - find recipes, spend the day preparing, invite friends .
- #21 Do a jigsaw puzzle
- #22 Holidays - anticipate them, plan them, savour them and reminisce.
- #23 Go on a retreat

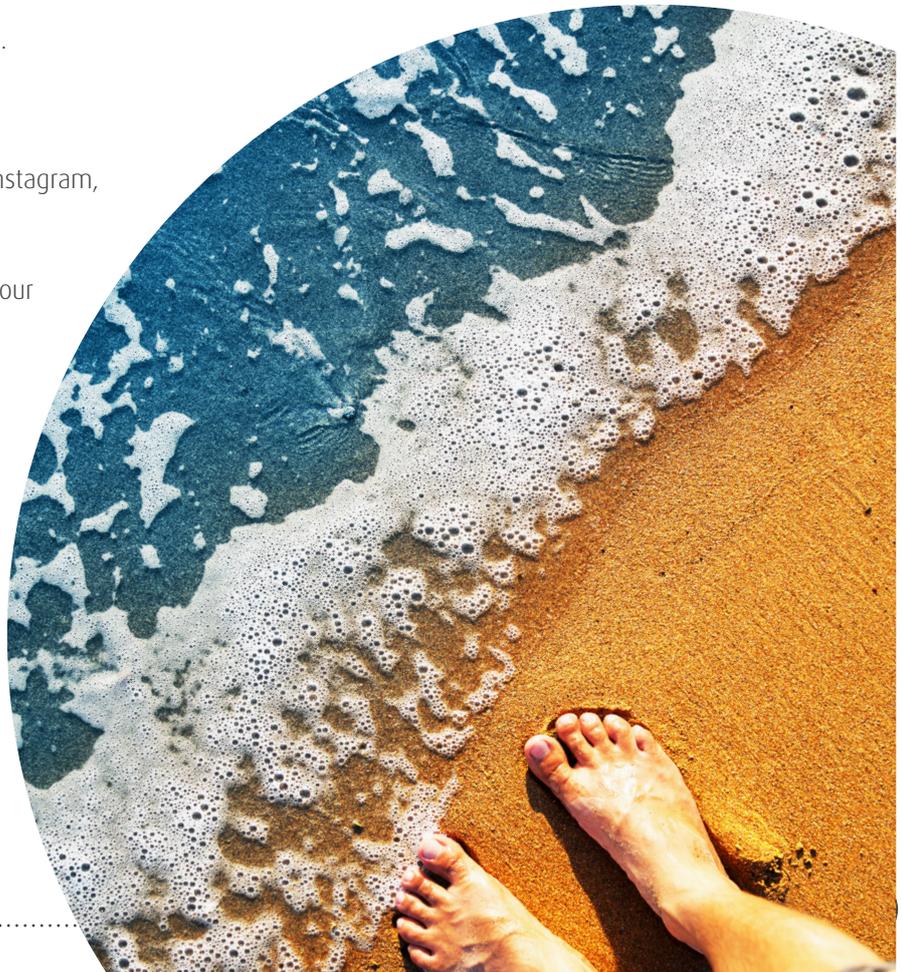


#18 GARDENING

- #24 Get dressed up and go out for dinner
- #25 Go shopping appropriately
- #26 Get haircut or nails done etc., maybe a new hair style/colour.
- #27 Get a personal shopper or image consultant
- #28 Have a facial or makeover
- #29 Write a to-do list
- #30 Do something towards your goals
- #31 Plan your day, week, month, year!
- #32 Tidy up - clean your desk, clear out your wardrobe, make space.
- #33 Do the 5 minute take off. Commit to doing something for 5 minutes and see where it leads you.
- #34 Close your email alert messages
- #35 Practice your time management strategies
- #36 List things that you enjoy or motivate you
- #37 Tidy your desk, your in-tray, your inbox.
- #38 Create a budget
- #39 Turn off Facebook, Twitter, Linked In, Instagram, Pinterest.
- #40 Do something exhilarating and out of your comfort zone - notice your emotions before and after.

#22 HOLIDAY

#30 CREATING A TO-DO-LIST





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