Emotional Intelligence at Work: One Page Checklist

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The 5 components and one habit for each

Component	What it means	One habit to try
Self awareness	Know what you feel and why	Name your feeling three times a day
Self regulation	Manage your reactions	Pause for three breaths before a tense reply
Motivation	Stay driven in tough times	After a setback, ask: what did I learn?
Empathy	Understand how others feel	Ask one colleague how they are, and listen
Social skills	Work well with people	Talk about the problem, not the person

Daily check (tick at the end of the day)

[ ] I noticed one feeling today and named it.

[ ] I paused before replying to something tense.

[ ] I listened to one person without interrupting.

[ ] I said thank you for feedback, or asked for it.

[ ] I checked on one colleague.

Lines to keep handy

"I am not sure. Let me check and get back to you by 5 pm."

"I understand this is frustrating. Let me find out and call you back."

"I see a risk in this plan. Can we look at both options?"

"You seemed quiet today. Is everything okay?"

"Thank you. Can you give me one example?"

Weekly review

One moment this week where I stayed calm: _____

One moment I reacted badly: _____

What I will do differently next week: _____

Skill I will focus on: Self awareness / Self regulation / Motivation / Empathy / Social skills