

**MAKE
EQ
A
HABIT**
HANK CLEMONS

This book is about how to become emotional intelligent by making it a habit chunk by chunk.

MAKE EQ A HABIT

By Hank Clemons

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Habit 1: Self-Reflection

Have you ever missed your flight and then thought next time I'll leave the house a hour earlier? This is an example of you being reflective: you thought about an experience and decided to learn from it and do something different the next time.

There's a big difference between saying you're self-aware and knowing who you really are. Genuine self-awareness requires constant, ongoing reflection, exploration, and an openness to new perspectives and ideas.

As with any tool, to get the most benefits, you need practice. This could mean forcing yourself to write, at first, but after a while, it

will become like second nature. Write down your entry as soon as possible after the event. This way, the details will still be fresh in your mind, which will help later in your analysis.

Being reflective helps you to develop your skills and review their effectiveness, rather than just carry-on doing things as you have always done them. It is about questioning, in a positive way, what you do and why you do it and then deciding whether there is a better, or more efficient, way of doing it in the future.

Self-reflection is the act of setting aside time, ideally every day, to quietly and honestly look at yourself. As with most good habits, commitment and practice help us to improve. Michael Phelps didn't just jump in the pool one day and become the world greatest swimmer, he would swim

twice a day, and sometimes more if he was training at high altitude. During the peak of his training, he would swim almost 50 miles a day! A lot of his training was focused on drills, underwater kicking, vertical kicking and sculling. Even the best of the best need to work on the fundamentals every day!

Although self-reflection can seem difficult at first, or even selfish or embarrassing, as it does not come naturally. you will find it becomes easier with practice and the result could be a happier and more efficient you.

Keeping a reflective learning journal. You may want to consider keeping a learning journal, as a form of informal, regular reflection.

In a reflective journal, you can write about a positive or negative event that you experienced, what it means or meant to you, and what you may have learned from that experience.

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Reflection is a useful process even if you have not been set a specific reflective goal. It helps you to make sense of and learn from your experiences.

The most basic way to begin your development of self-awareness is to practice putting your focus on all the details of your personality and behaviors, even the smallest details as they can prove to be the most important things that affect who we are. You cannot learn how to become self-aware by reading this book.

The book can indeed teach you things and put you on the right path to self-awareness, but you must remember, that when reading a book, what you are focusing your attention on is the concepts it is teaching you.

What you must focus on to become self-aware in the concepts in your own mind that deal with you, your emotions and your behaviors. Pay attention to your emotions, what prompts them, and how you deal with negative ones.

When you self-reflect and become more conscious of what drives you, you can more easily make changes that help you more easily develop yourself or improve your life.

As a student, or an employee in the workplace, you may be asked to be reflective.

Below is simple guide to the process of self-reflection:

STOP: Take a step back from life or a particular situation.

LOOK: Identify and get perspective on what you notice and see.

LISTEN: Listen to your inner guide, the innate wisdom that bubbles up when you give it time and space to emerge.

ACT: Identify the steps you need to take moving forward to adjust, change or improve.

Bonus Habit: Gratitude

“Cultivate the habit of being grateful for every good thing that comes to you, and to give thanks continuously. And because all things have contributed to your advancement, you should include all things in your gratitude.”

- Ralph Waldo Emerson

While gratitude may not be seen as an attribute of emotional intelligence, it certainly is a habit worth having. When we that one is grateful for, it strengthens empathy and helps to build stronger relationships and social skills. Therefore, it is directly related to emotional intelligence.

We have all heard or read many definitions of gratitude. Most will state that it is a conscious, positive emotion one can express when feeling thankful for something, whether tangible or intangible. Simply put, it's a feeling of appreciation or thanks.

Gratitude, like any skill, can be learned. Here are some tips on how to practice gratitude and turn it into a habit.

Write it down. Each day, think of three things you're thankful for (Use GRATITUDE LOG at end of this section for first time).

Thank someone new each week. It's easy to say "Thank you" to the same person. We want to create and strengthen the habit of saying

“Thank you” to different people, for different reasons.

Just be there. Spend time with others especially during difficult times. Be there without your phone and other distractions. We all have elders in our lives, whether they’re parents, grandparents, or beloved coaches and teacher

About the Author

“Dr. Hank” is founder and CEO of the Society of Emotional Intelligence (SoEI) International. He is a Training Partner with MHS and conducts certification workshops worldwide in the EQ-i 2.0/360 emotional intelligence assessment.

He maintains a private practice as an Emotional Health and Wellbeing Specialist.

Dr Hank is professional speaker, certified emotional intelligence coach, and an accomplished trainer and author.

Services

Additional copies of this book and other emotional intelligence services such as training, coaching, CEIC and EQ-I certification can be purchased by contacting:

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