

Tips for Building Emotional Intelligence

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#1 Understand Your Brain

- Recognize the role of emotion
- Acknowledge the role of logic
- Use both emotion and logic

#2 Respond Proactively

- Find the causes of your feelings
- Understand what motivates you
- Catch yourself thinking about your emotions

#3 Rewrite Your Emotional Script

- Judge people fairly
- Argue with your bad moods

#4 Build Your Optimism

- Transform how you talk to yourself
- Make favorable comparisons
- Care for yourself and others

#5 Motivate Yourself

- Find meaning in your work

#6 Communicate Effectively

- Improve your listening skills
- Expand your emotional vocabulary
- Adapt your communication style

#7 Manage Anger and Stress

- Learn how to soothe yourself
- Take a breathing break
- Explore your problem-solving options

#8 Adapt to Circumstances

- Invest your energy wisely
- Leverage your strengths

#9 Promote Organizational Self-Awareness

- Exchange feedback
- Model optimism
- Foster civility