

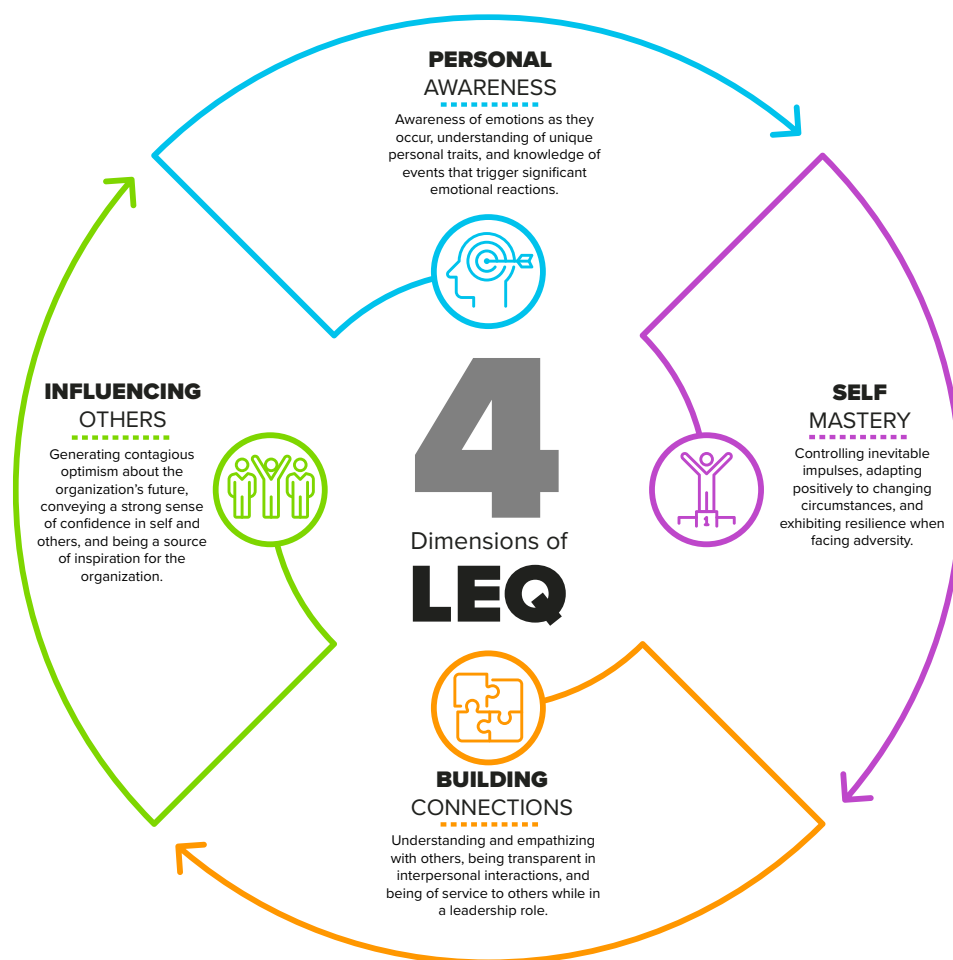
DAILY EXERCISES TO STRENGTHEN LEADERSHIP EMOTIONAL INTELLIGENCE

Research has shown leadership emotional intelligence is the biggest predictor of success inside organizations. Leaders with a high LEQ are better able to form lasting, positive relationships, adapt to changing conditions in their environment and be a positive influence on others.

LEQ can be nurtured with daily exercises and practices across 4 key dimensions:

- Personal Awareness
- Self-Mastery
- Building Connections
- Influencing Others

Use the exercises on the following four pages to effectively lead yourself, others, and the organization.



PERSONAL AWARENESS

This exercise promotes awareness of emotions as they occur, understanding of unique personal traits, and knowledge of events that trigger significant emotional reactions.

Exercise:

Get into the habit of assessing your emotions and interpreting your reactions by scheduling brief “*balcony*” breaks throughout the day. Set an alarm to prompt yourself to spend a minute or so in self-observation at the top of each hour. Don’t stop what you are doing, but make self-observation a routine part of your day.

Feel free to use the space below as a sample, or duplicate this page and keep a record of your daily practice.

Date:

SELF-MASTERY

This exercise helps you to exert control over inevitable impulses, adapt positively to changing circumstances, and exhibit resilience when facing adversity.

Exercise:

At least once a day, when confronted with an event or person that evokes a noticeable emotional reaction in you, practice the following three steps.

Feel free to use the space below as a sample, or duplicate this page and keep a record of your daily practice.

Date:

1. Pause and reflect. What is really going on here? What valuable information is available from your emotion?
2. Consider options. Regardless of how you feel, what is the best reaction to advance your leadership effectiveness?
3. Direct yourself. Detail how you will commit to choosing your own best action or reaction when faced with a similar emotion in the future.

BUILDING CONNECTIONS

Develop your ability to understand and empathize with others, be more transparent in interpersonal interactions, and be of service to others while in a leadership role.

Exercise:

1. Each week, select a person with whom you would like to form a stronger leadership connection.
2. Arrange to meet with this person at least once during the week.
3. Prior to the meeting, spend 5-10 minutes making notes on what it must be like to be them.
 - a. Remember you are not just trying to determine what is important to this person, you are experiencing what it is like to be this person.
4. Early in the meeting, find an opportunity to share something personal of yourself (within responsible limits).
 - a. Showing vulnerability allows us to form a deeper connection with others.
5. Before the meeting is complete, commit to being of service to this person in some significant way.
6. After a few months, you will be amazed at the number and strength of the leadership connections you have created.

Take notes in the following space about what you learned:

Date:

Name of Connection:

INFLUENCING OTHERS

Practice generating contagious optimism about the organization's future, conveying a strong sense of confidence in self and others, and being a source of inspiration for the organization.

Exercise:

- **Each day:** Start each day with a quiet reflection on the most positive aspects of your work and organization. Find ways throughout the day to weave your optimistic thoughts into as many conversations as possible. Make this a habit.
- **Each week:** Create an opportunity to have a private conversation with each of your team members. Discuss their successes at work and express your confidence in them as they address their short-term challenges.
- **Each month:** Provide your team with a formal written and/or verbal communication that highlights your team's recent achievements and the most exciting aspects of the path ahead. Shape your communication to appeal to your team members' most important values and passions.

Enter some brief notes in the space below to describe a tomorrow that is better than today. Choose to focus on the possibilities and opportunities available to you.