

Confirmation Statements

Emotional Intelligence is about understanding your emotions and the emotions of those around you. It is about knowing yourself and your feelings so well you are able to manage them effectively at any moment in any given situation. The four major components of emotional intelligence include: self-awareness, self-management, social awareness, and social skills. This activity focuses on helping you identify and develop your self-management skills.

Please check mark your self-management skills from the list below. These things make you unique.

- | | |
|---|---|
| <input type="checkbox"/> Able to make important decisions on my own | <input type="checkbox"/> Dependable |
| <input type="checkbox"/> Able to meet deadlines | <input type="checkbox"/> Efficient |
| <input type="checkbox"/> Able to get along with fellow workers | <input type="checkbox"/> Energetic |
| <input type="checkbox"/> Able to work under pressure | <input type="checkbox"/> Enthusiastic |
| <input type="checkbox"/> Accurate | <input type="checkbox"/> Good sense of humor |
| <input type="checkbox"/> Adaptable | <input type="checkbox"/> Loyal |
| <input type="checkbox"/> Ambitious | <input type="checkbox"/> Neat |
| <input type="checkbox"/> Careful | <input type="checkbox"/> Organized |
| <input type="checkbox"/> Cheerful outlook, positive attitude | <input type="checkbox"/> Patient |
| <input type="checkbox"/> Committed | <input type="checkbox"/> Punctual |
| <input type="checkbox"/> Confident | <input type="checkbox"/> Quick learner |
| <input type="checkbox"/> Conscientious | <input type="checkbox"/> Responsible |
| <input type="checkbox"/> Consistent | <input type="checkbox"/> Willing to follow directions |
| <input type="checkbox"/> Creative | <input type="checkbox"/> Take initiative |
| <input type="checkbox"/> Dedicated to highest quality of work | <input type="checkbox"/> Work quickly |

Now that you have identified some of your best self-management skills, choose three and write a couple sentences giving examples of how you show these skills. Here is an example using dependable, punctual, and responsible:

I am dependable, punctual, and responsible because while working at Lucy's Flower Shop as a delivery person, I always arrived early and made 100% of my deliveries at the scheduled time. I worked there for 2 years and never missed a day of work.

1. _____

2. _____

3. _____

Circle several additional self-management skills you would like to build. Write down the things you are going TO DO to develop those skills. Then share your ideas with the person sitting next to you.
