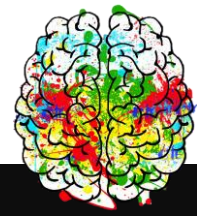


# EQ: Emotional Intelligence



## Self-Management Strategies

**Self-management** is the ability to use your awareness of your emotions to stay flexible and actively choose (control) what you say and do. Self-management encompasses *self-control and emotional regulation, transparency, adaptability, and initiative and drive*.

There are several actions you can take to help develop your self-management skills:

- Awareness comes first, including the physiology of emotions.
- Centering: deep breaths to slow your mind and body.
- Take a time out (e.g., count to 10 before responding, never email or text angry, sleep on it).
- Good sleep hygiene.
- Take care of your body (e.g., healthy diet, exercise, relaxation, and fun).
- Control your thinking and self-talk.
- Focus on what you can control.
- When emotional, get task-oriented.
- Get objective, non-emotional feedback from others. EAP can help.
- Accept that change is going to happen.