

*Tools &  
Techniques*

# EMOTIONAL INTELLIGENCE



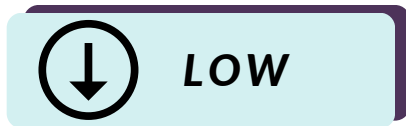
TRIANGLE LIFE COACHING ACADEMY

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# EMOTIONAL INTELLIGENCE FRAMEWORKS



Confrontational  
Aggressive  
Demanding  
Egotistical  
Bossy



Assertive  
Ambitious  
Driving  
Strong-Willed  
Decisive

Distracted  
Selfish  
Not a good listener  
Impulsive



Sociable  
Enthusiastic  
Charming  
Persuasive

Passive  
Un-responsive  
Stubborn  
Resistant to change



Patient  
Stable  
Predictable  
Consistent  
Good listener

Critical  
Picky  
Fussy  
Perfectionistic



Detailed  
Careful  
Meticulous  
Systematic  
Neat

Source: Positive Psychology.com

# URGE SURFING

Urge surfing is a technique developed by psychologist Alan Marlatt and is used to get through an urge without acting on destructive impulses and habits. This technique is used to manage one's unwanted behaviors. It can stop or reduce emotional reactions and other unwanted behaviors.

## URGE

01

It is a trigger: a person, place, thought, feeling, emotion, or something else.

## RISE

02

The trigger becomes more intense. It could happen gradually or suddenly.

## PEAK

03

The trigger has reached its peak intensity. It may appear that the urge won't go away.

## FALL

04

It is a trigger that loses intensity and eventually disappears.



- ✓ Acknowledge the urge.
- ✓ Notice your thoughts & feelings without suppressing them.
- ✓ Bring your attention to your breath and remind yourself that the urge is a feeling, not a "must." It is temporary and uncomfortable, and it's natural to have them.

# MINDFULNESS PRACTICE

**"You can't stop the wave, but you can learn to surf." - Jon Kaba-Zinn**

Take a moment to do this mindful practice.

## **Focus**

Focus on the area you experience the urge.

## **Acknowledge**

Know how you experience the urge.

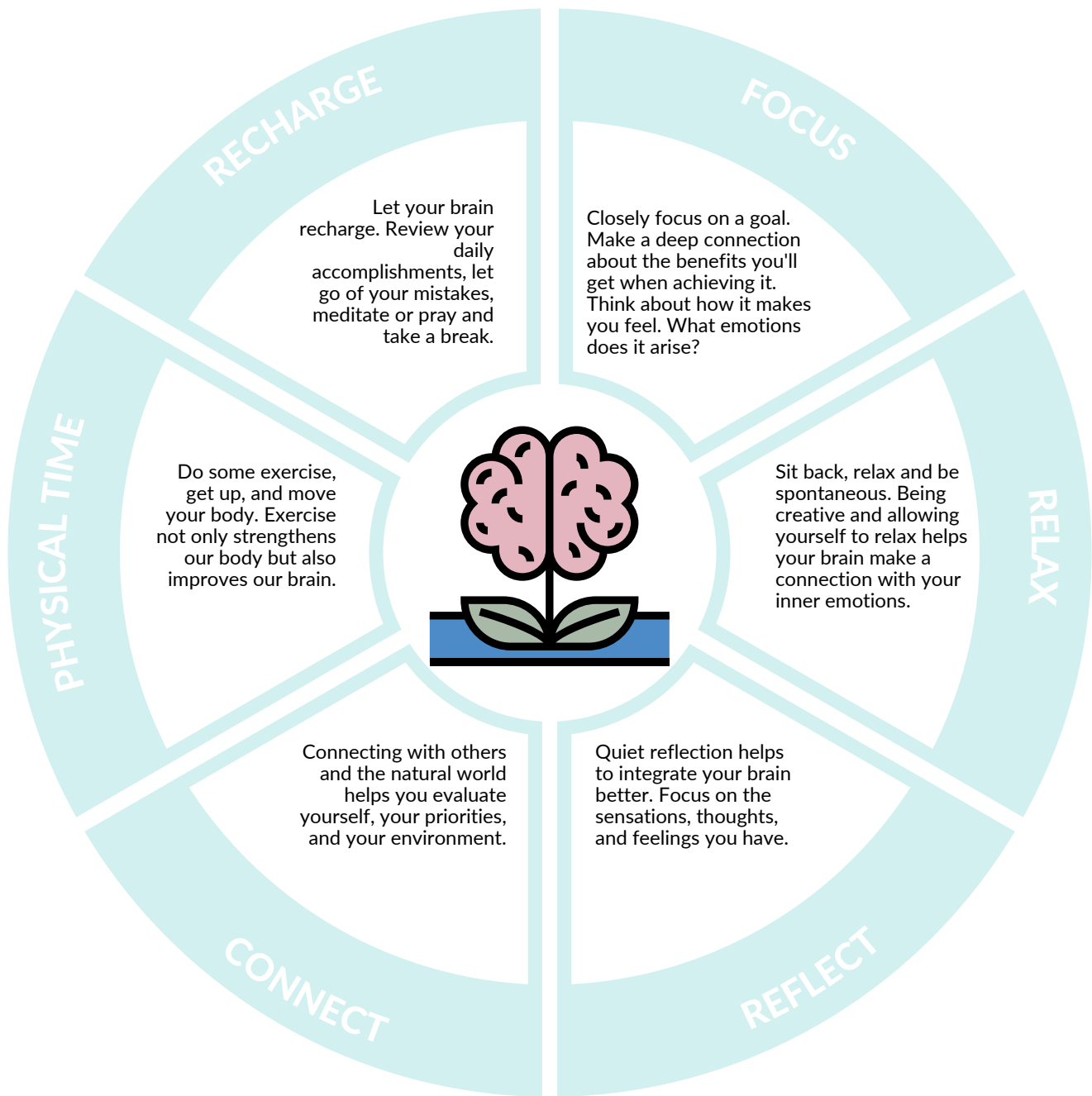
## **Repeat**

Focus on the feelings you experience when you have the trigger.

## **Release**

Breathe to release the tension you're experiencing. Think about your feelings after the urge.

# ENERGIZE YOUR MIND



# RECHARGING ACTIVITIES

- 
- meditate
  - breathe deeply
  - use your senses
  - aromatherapy
  - have sex
  - remember your why
  - use an affirmation
  - forgive yourself
  - go for a picnic
  - go wild swimming
  - stroke a pet
  - bake a cake
  - create something
  - do a hobby
  - exercise
  - go on mini vacation
  - eat healthily
  - read a book
  - get enough sleep
  - take naps
  - learn something new
  - brush teeth
  - take a bath
  - shower
  - go to the dentist
  - go to the optician
  - do puzzles
  - go to the doctor
  - get some sunshine
  - deep breathing
  - watch sunsets
  - laugh and cry
  - take a walk
  - make a gratitude list
  - medical health
  - stretch
  - meditate
  - do yoga
  - draw
  - play a game
  - listen to music
  - write in a journal
  - sing a song
  - dance
  - play an instrument
  - exercise
  - make plans with a friend
  - meet someone new
  - watch a movie
  - spend time in nature
  - ask for help
  - try a new recipe
  - talk about your feelings
  - self-reflection
  - talk with a therapist
  - visit a gallery
  - take time off
  - volunteer
  - travel
  - drink water

# POMODORO TECHNIQUE

This technique is a time management tool that encourages people to work with the time they have rather than against it. This technique improves focus, gets better at planning and improves your health.

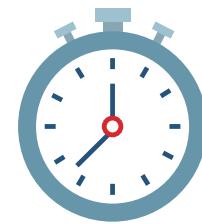


## Create a todo list

This can be any task you need to complete and something that will require your full attention.

## For 25 minutes work on a task

Commit to spending 25 minutes on a specific task without interruptions or distractions.



## Work on task until timer rings

Spend the next 25 minutes immersed in the task.

## Check your completed tasks

This check shows you've successfully completed one session.



## Take a 5 minute break

You can do anything here that's not related to the task: have a drink, stretch, take a short walk.

## After 4 sessions take a 30 minute break

Now you can take a longer break. During this time, your brain will assimilate the new information and be ready for your next session.



Source: Francesco Cirillo



# WINDOW OF TOLERANCE

Developed by Dan Siegel, the Window of Tolerance describes the best state of arousal or stimulation in which we can function and thrive in life. Looking through this window, we can learn and relate to ourselves and others. If we move outside our window, we can become hyper-aroused or hypo-aroused.

*In this window, you can deal with what is happening in your life. You might feel stressed, but you know how to cope.*

**HAPPY  
GROUNDED  
MINDFUL  
OPEN  
CONNECTED  
BALANCED**



**PRESENT  
JOYFUL  
CURIOUS  
FLEXIBLE  
ENGAGED  
SELF-AWARE**

## HYPER-AROUSAL

HIGH ENERGY  
HYPERVIGILANCE  
AGITATED

ANXIETY  
CHAOTIC  
FRUSTRATED

OVERWHELM  
ANGER  
FEARFUL

## HYPO-AROUSAL

SHAMEFUL  
DETACHED  
TIRED

SHUT-DOWN  
DEPRESSED  
ZONED-OUT

WITHDRAWN  
PASSIVE  
NUMB

# RIVER OF WELL-BEING TECHNIQUE

Developed by Dan Siegel, the River of Well-Being is a way to explain the times during the day when we seem to listen, learn and get along with our friends easily. Imagine yourself canoeing down the river. On one side of the river, you'll see the hyper-arousal and chaos, and on the other side, you'll see hypo-arousal and rigidity.



**STRUGGLE**  
**AGGRESSIVE**  
**ANGRY**  
**CONFUSED**  
**DETACHED**  
**NUMB**  
  
**TENSE**  
**OUT**  
**NO FOCUS**  
**DOWN**  
**HYPERVIGILANT**  
**IMPULSIVE**

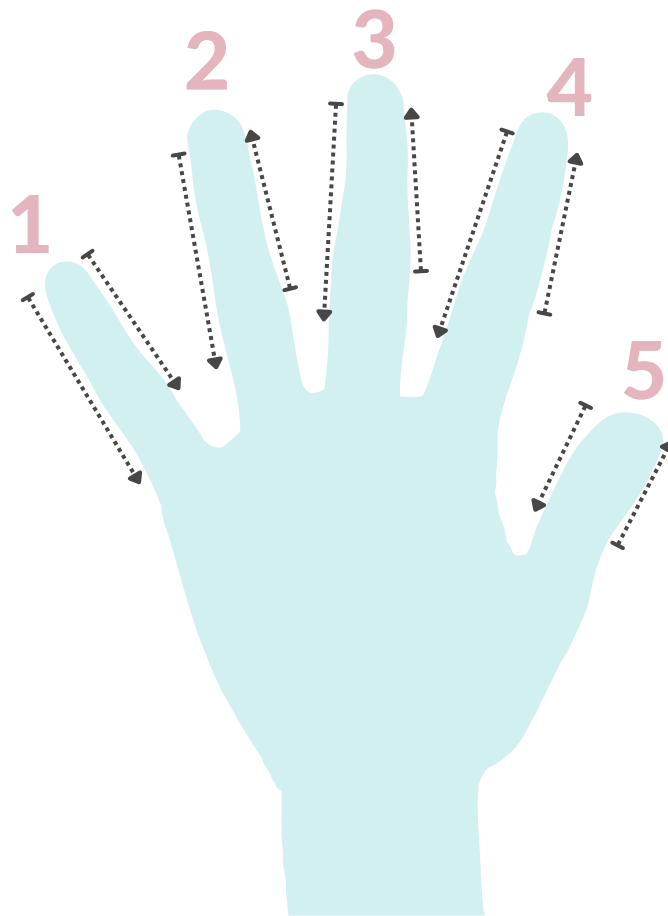


**ALERT**  
**PRESENT**  
**GOOD LISTENER**  
**RELAXED**  
**LIMITED**  
**AWARE OF**  
**OTHERS**  
  
**AT EASE**  
**CALM**  
**EXPRESSIVE**  
**COMMUNICATIVE**  
**CONCENTRATED**  
**SELF-AWARE**

This technique can help you expand your river to stay calm and focused. Emotional intelligence is about self-awareness. With this, greater levels of adaptability and flexibility will come. The more you practice your ability to anticipate and navigate obstacles, the more confident and empowered you'll feel.

# 5 FINGERS BREATHING TECHNIQUE

Developed by Dr. Brewer, the 5 Finger Breathing technique is a simple strategy to calm you down.

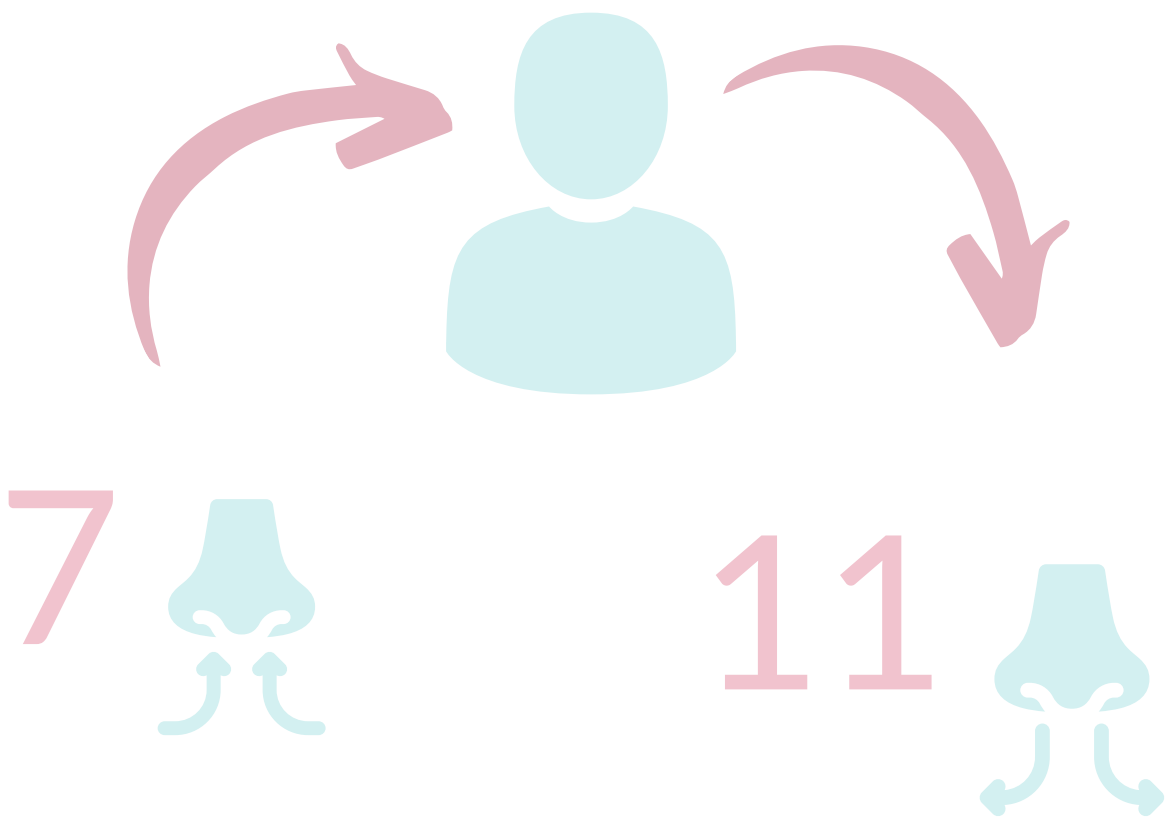


## Instructions:

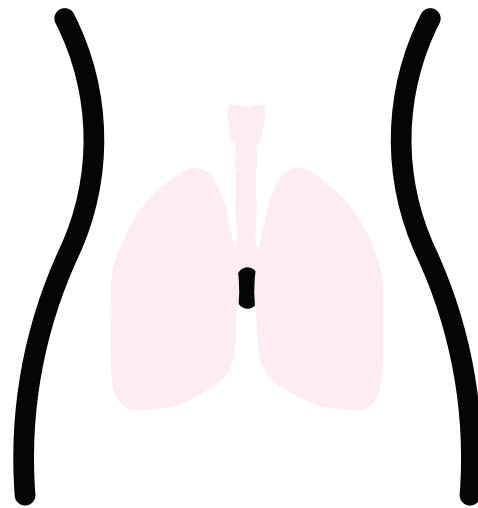
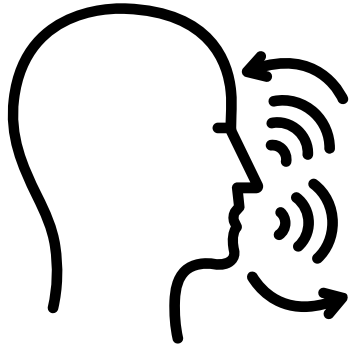
- Stretch your hand out so that you have space between your fingers.
- Hold up your pointer finger from the other hand.
- Start at the bottom of your thumb. Use your pointer finger to trace up your thumb as you slowly breathe in through your mouth.
- When you reach the top of your thumb, slowly breathe out your nose as you trace down to the other side.
- Repeat for all fingers until you have traced your whole hand.

# 7/11 BREATHING TECHNIQUE

Inhale for a count of 7 and then exhale for a count of 11. The longer exhale will cause a parasympathetic response, which calms and relaxes the muscles in your body.

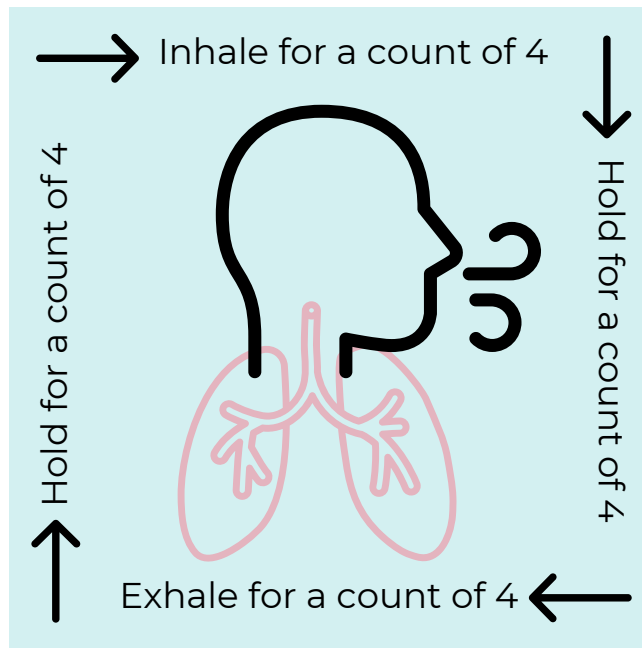


# BELLY BREATHING TECHNIQUE



To practice belly breathing, choose a comfortable chair, sit up straight, place your hands on your stomach, or lie down if it feels more comfortable. Take a steady, deep breath in via your nose, closing your mouth. When you take a breath in, you want your tummy to expand and expand like a balloon.

# SQUARE BREATHING TECHNIQUE



Imagine moving around a square. Inhale from the first corner to the next for a count of 4; hold your breath to the bottom corner for 4; exhale to the next corner for 4; and hold your breath for 4 to the last corner. Now repeat.

# GROUNDING TECHNIQUES

Grounding techniques help you focus on your thoughts, memories, or worries and refocus on the present moment.

## 5 - 4 - 3 - 2 - 1



### LOOK

Look around you for 5 things that you can see, and say them out loud.



### FEEL

Focus on your body and choose 4 things you can feel; say them out loud.



### LISTEN

Listen for 3 sounds. Say the three sounds out loud.



### SMELL

Say two things you can smell. Say the smells out loud.



### TASTE

Say one thing you can taste. Say this out loud.

# RELAXATION TECHNIQUES



## **PROGRESSIVE MUSCULAR RELAXATION (PMR)**

Working systematically around the body, tense muscles on the in-breath and release on the out-breath.



## **LARGE BILATERAL MOTOR MOVEMENTS**

Open up your body. Utilizing both sides of the body helps to integrate the right and left sides of your brain. Consider crossing midline, using the figure of 8, etc.



## **USING A BALL**

Using a stress or squeeze ball, throwing a yoga ball against the wall, and kicking or bouncing a ball are all great techniques to calm your mind.



## **USE A WEIGHTED BLANKET**

The deep pressure stimulation of the body can increase the release of the feel-good neurotransmitter serotonin in the brain.



## **VISUALIZATION**

Imagine going to a place you love, such as a beach or a meadow.



## **TRACING AND BREATHING**

Draw a shape on a piece of paper. As you breathe slowly in and out, continue to trace the shape without lifting the pencil from the paper.



## **DOING EXERCISE**

Exercise reduces adrenaline and cortisol (stress hormones) and increases the feel-good hormones.



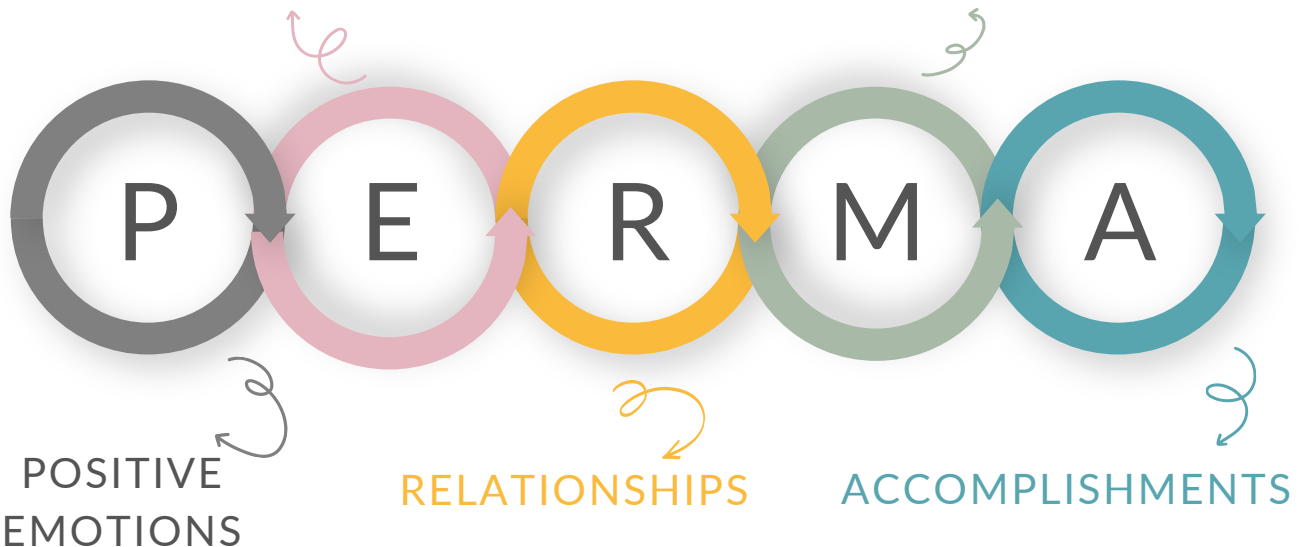
# PERMA MODEL

## ENGAGEMENT

Engagement is being present, participating fully, and focusing entirely on a task.

## MEANING

Meaning can be defined as belonging and having a purpose in life that brings a sense of value and worth.



Positive emotions include love, joy, hope, interest, compassion, pride, gratitude, and happiness.

Relationships include connections with partners, friends, family members, or other members of a community.

Accomplishment means reaching goals, achieving mastery, or achieving competence.

Source: Martin Seligman, 2011

# SIGNS OF STRESS

CONSTANT  
WORRYING

TROUBLE  
SLEEPING

FEELING  
MOODY

FEELING  
HOPELESS

FEELING  
LONELY

MAKING  
DECISIONS  
DIFFICULT

HEADACHES

IRRITABILITY

NAUSEA

FREQUENT  
INFECTIONS

SOCIAL  
WITHDRAWAL

CHANGES IN  
APPETITE

# MANAGING MY THOUGHTS & REACTIONS

Am I making assumptions and jumping to conclusions?

What is a more positive way to think about this?

What can I do to solve this problem?

What is a more helpful thought?

What would I learn about this situation?

How can I separate my own emotions?

How could I look at this differently?



Others forgiving me  
 My past choices  
 What other people think  
 How others react to me  
 Other people's honesty  
 World problems  
 What others do  
 Other people's opinions  
 How others respond

**THINGS I CAN CONTROL**

The choices I make  
 Talking about my feelings  
 My values  
 My beliefs  
 How and what I eat  
 How much exercise I do  
 Who I follow  
 The effort I put in  
 How I talk to myself  
 Asking for help  
 How I treat myself  
 Learning from my mistakes  
 Saying what I need  
 How I set boundaries  
 How I feel about myself  
 How I care for others

**THINGS OUTSIDE OF MY CONTROL**

What other people say  
 Other people's mistakes  
 Time  
 The future  
 The weather  
 The news  
 The past  
 How my parents treated me

# WELCOME!

WE ARE EXCITED ABOUT YOUR JOURNEY!

This workbook was created because Emotional Intelligence is the most important present you can give to yourself.

There are a lot of different ways that you can take care of yourself. When you take care of your emotions, you will be re-energized to perform at your best. When you are full of positive energy, you can achieve more.

## Ready for Personal Transformation?

Seek personalized guidance and dive deeper with tailored [Life Coaching](#) sessions with us. Let's tackle your challenges together.

## Inspired to Guide Others?

Why not become the beacon for others? Join the [Triangle Life Coaching Academy](#) and empower yourself with the tools to inspire and transform lives.



*Laura The Life Coach* 