

## **Improving Your Emotional Intelligence At Work**

Emotional intelligence is defined as the ability to identify and manage one's own emotions, as well as the emotions of others. With training and practice in the following five key areas, you can improve your emotional intelligence at work.

### **1. Develop Greater Self Awareness.**

- The first step to increasing your emotional intelligence is becoming more self-aware. Learn how to recognize your own emotions and to understand what is causing them. Notice which types of situations lead to certain emotional responses. This can help you identify your own emotional strengths and weaknesses and then work on improving.

### **2. Practice Self-Regulation.**

- Recognizing appropriate ways and times to express your feelings before reacting is important. Self-regulation includes an understanding of how your emotional expressions affect others. Finding ways to relieve workplace stress, keeping a level head, and taking time to think before reacting or making decisions are ways to practice self-regulation.

### **3. Cultivate Your Intrinsic Motivation.**

- People with high emotional intelligence find ways to motivate themselves, without the need for extrinsic motivators. To build your intrinsic motivation, focus on the aspects of your job that you love. Recognize the tasks or challenges that satisfy or fulfill you regardless of any outside rewards you may get for them.

### **4. Become More Empathetic.**

- Work on putting yourself in another person's shoes to understand how they feel, and then choose how to respond to conversations and situations with that insight in mind. This skill is especially important when conflicts arise. Empathy also helps you better understand and take into account the unspoken dynamics between others.

### **5. Improve Social Skills.**

- Social skills include the ability to recognize other people's emotions. Tune-up your social skills by actively listening to others, paying attention to nonverbal communication, and looking for ways to solve problems and minimize tensions when conflict arises.

**Source:** <https://www.bamboohr.com/blog/emotional-intelligence-workplace/>