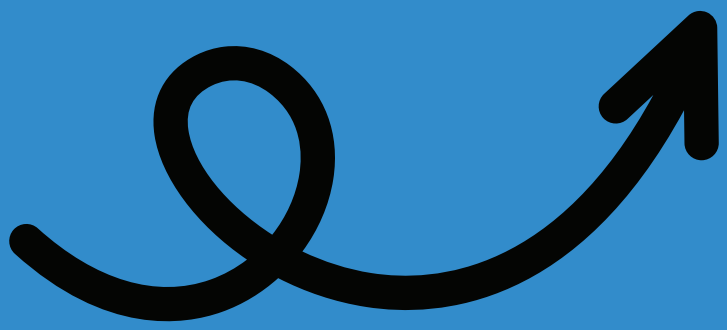
DOWNLOADABLE WORKSHEETS



Amy Jacobson

Measuring our EI

Measuring our EI empowers us with total ownership. It's our definition, our score, our blockers, our ways to increase our EI. There is no-one else to blame and no justification as to why it can't happen. In other words, we *own* it!

Characteristic	Self-rating	Blockers	Development
1 Listen and learn from criticism			
2 Maintain a solution mode attitude			
3 Manage emotions			
4 Recognise behavioural effect on others			
5 Empathise			
6 Be disciplined and self-motivated			
7 Listen			
8 Look for ways to improve			

This worksheet appears in Part 1, Chapter 3 of the book:

Emotional Intelligence
Amy Jacobson

EI interaction profile

An EI interaction profile is a great way to get to know what makes other people tick. Understanding someone's technical ability or ability to do their job or perform specific skills is something that we are usually quite aware of. The emotional profile becomes the perfect complement to this knowledge, providing a more complete understanding of the person.

Name:		**Date:**	

Motivator/emotional driver	
Values and beliefs	
Default emotional response (for example, anger, fear, confusion, concern, excitement, nervousness, frustration)	
Style of praise	
Style of feedback	
How to create connection	

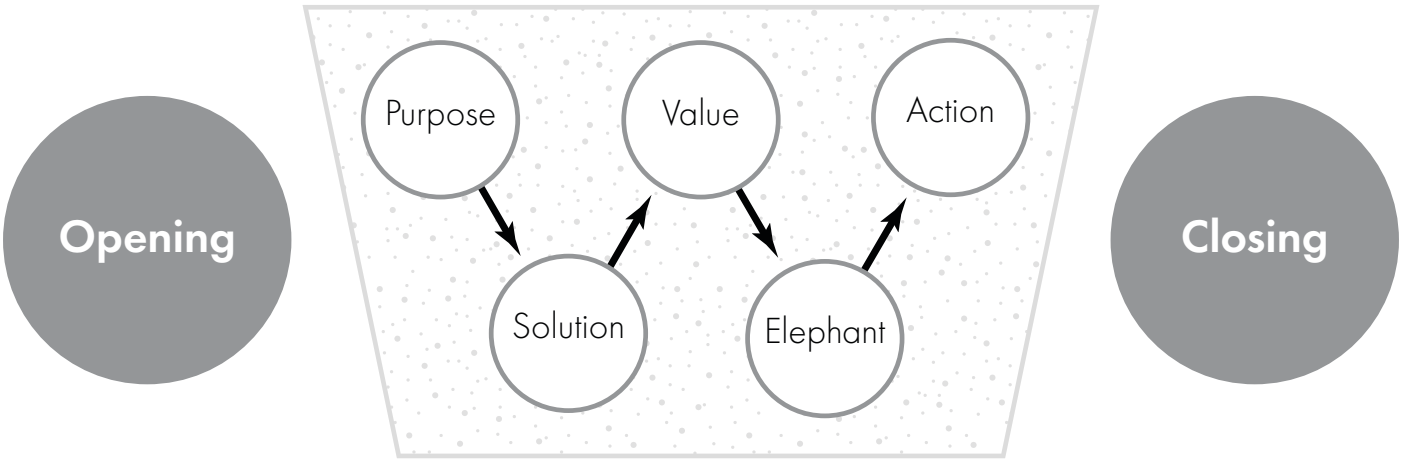
This worksheet appears in Part 2, Chapter 7 of the book:

Emotional Intelligence
Amy Jacobson

Influencing in emails

Much like meetings and anything we do in life, every email should have a clear purpose and expected outcome. What do we want the response to be? Do we want a response? What kind of response would be ideal? It's important to have answers to these questions before we even draft the email. We should also use these questions as a checklist before sending an email.

The process outlined below brings EI into the words we use in emails and leverages the process our mind goes through to help us achieve the desired outcome.



This worksheet appears in Part 2, Chapter 8 of the book:

Emotional Intelligence
Amy Jacobson

Chunking down our goals

In the workplace, we are never short of ideas and ways to do things better. Some of these ideas turn into goals or projects. Some turn into performance measures or development goals for the year. This is when it is so important to chunk down the goals to bite-sized pieces — rather than the 'set and forget' that can happen, leaving us wondering why we haven't achieved our goals and why we have been talking about the same ideas or goals for years.

Chunking down our goals allows multiple opportunities to trigger dopamine and ease the overwhelm. Chunking it down is about taking our goal and breaking it down into subgoals and actions knowing that each subgoal and action provides a chance for a dopamine release. It also takes a goal that can be quite large and time consuming and breaks it down into bite-sized pieces that our mind can process and focus on.

The next page shows a blank SMARTER goals worksheet, and on the page that follows is an example for using the chunking it down method for my goal of taking my family to Disney World.

SMARTER goals worksheet

All goals are SMARTER goals	**Timeframe**	
	@ time takes	**Start by**
Main goal:		
1. Subgoal:		
Action/Activity		
1.		
2.		
3.		
2. Subgoal:		
Action/Activity		
1.		
2.		
3.		
3. Subgoal:		
Action/Activity		
1.		
2.		
3.		

These worksheets appear in Part 2, Chapter 9 of the book:

Emotional Intelligence
Amy Jacobson

SMARTER goals example

All goals are SMARTER goals	Timeframe	
	@ time takes	Start by
Main goal: **Take my family on a trip to Disney World in Orlando in July 2022 for 2 weeks. It will be a very proud moment for me as a mum to see my kids experience Disney and will also fulfil a dream of mine. As a reward, we will stay onsite at one of the Disney resorts.**		
1. Subgoal: Research the trip to understand options, best time to travel, pricing and 'bucket list' items by 14 July 2021. This will provide certainty on how realistic the time frame is and get us excited for the trip. Reward: having lunch at Varsity Bar to go over the details.	2 weeks	Start of July
Action/Activity		
1. Research TripAdvisor (read at least three blogs) and Disney website to get tips and understandings.	2 days	4 July
2. Contact three friends who have done the trip to get their thoughts and feedback.	1 week	8 July
3. Go to local travel agent to get brochures and chat with a sales member.	1 day	10 July
1. Subgoal: Set up a budget and savings plan by 31 July in order to have the required money for the trip by 31 January 2022. This will give me certainty that it's happening and comfort as the savings progress. Reward: matching shirts to wear at Disney World.	6 months	22 July
Action/Activity		
1. Review current family finance budget.	2 days	22 July
2. Set up a new sub bank account and automatic transfers specifically for the holiday savings.	1 day	26 July
3. Follow savings plan to meet the amount required for the holiday.	6 months	29 July
3. Subgoal: Book the holiday, including flights, accommodation, visas and all required Disney passes by 9 February 2022. This feeling will be absolute excitement and success! Reward: dinner at The Old Faithful to eat American and celebrate.	1 week	1 Feb
Action/Activity		
1. Apply for visas, check passports.	1 day	3 Feb
2. Book all flights and accommodation.	1 day	6 Feb
3. Book Disney passes.	1 day	8 Feb