

## Personal Competence

**Self-Awareness** is your ability to accurately perceive your emotions and be aware of them as they happen. You can increase your self-awareness by understanding your strengths and limitations, while seeking professional and personal opportunities for growth.

Provide Examples:

**Self-Management** is your ability to stay flexible and positively direct your behavior when you are experiencing different emotions. You can do this by using self-awareness skills. Learning to control your emotions and respond to others in an appropriate way is positive self-management. One example of positive self-management is having the ability to defuse your anger by listening and recognizing the feeling of others—even when you feel they are wrong.

Provide Examples:

## Social Competence

**Social Awareness** is your ability to accurately sense others' emotions and understand what is really going on. Being empathetic, acknowledging the emotions of others, being thoughtful and considerate, and making decisions that take others' feelings into consideration can help build your social awareness.

EXAMPLES:

**Relationship Management** is your ability to use awareness of your emotions and the emotions of others to manage interactions successfully. The basis of relationship management is developing and maintaining good relationships. Clear communication, inspiring and influencing others, working well in a team, and managing conflict all contribute to relationship management.

EXAMPLES:

## Emotional Intelligence

### Relationship Management Activity

In this activity, for each of the green circles, write the names of important people in your life. Then, think about what you know about that person. List two traits, hobbies, or features related to the person in the designated boxes. For example: Bob Smith 1) Runs marathons 2) Tells funny jokes.

Name:  
\_\_\_\_\_

1.

2.

Name:  
\_\_\_\_\_

1.

2.

Name:  
\_\_\_\_\_

1.

2.

## Emotional Intelligence

### Managing Emotions

For this activity, think of a time when you were angry and how you handled it. Describe your reaction and behaviors in the lines provided below.


### Planning for the Future

Now, think about how you would like to process anger in the future. Describe healthy management skills and behaviors and write them in the lines provided below.
