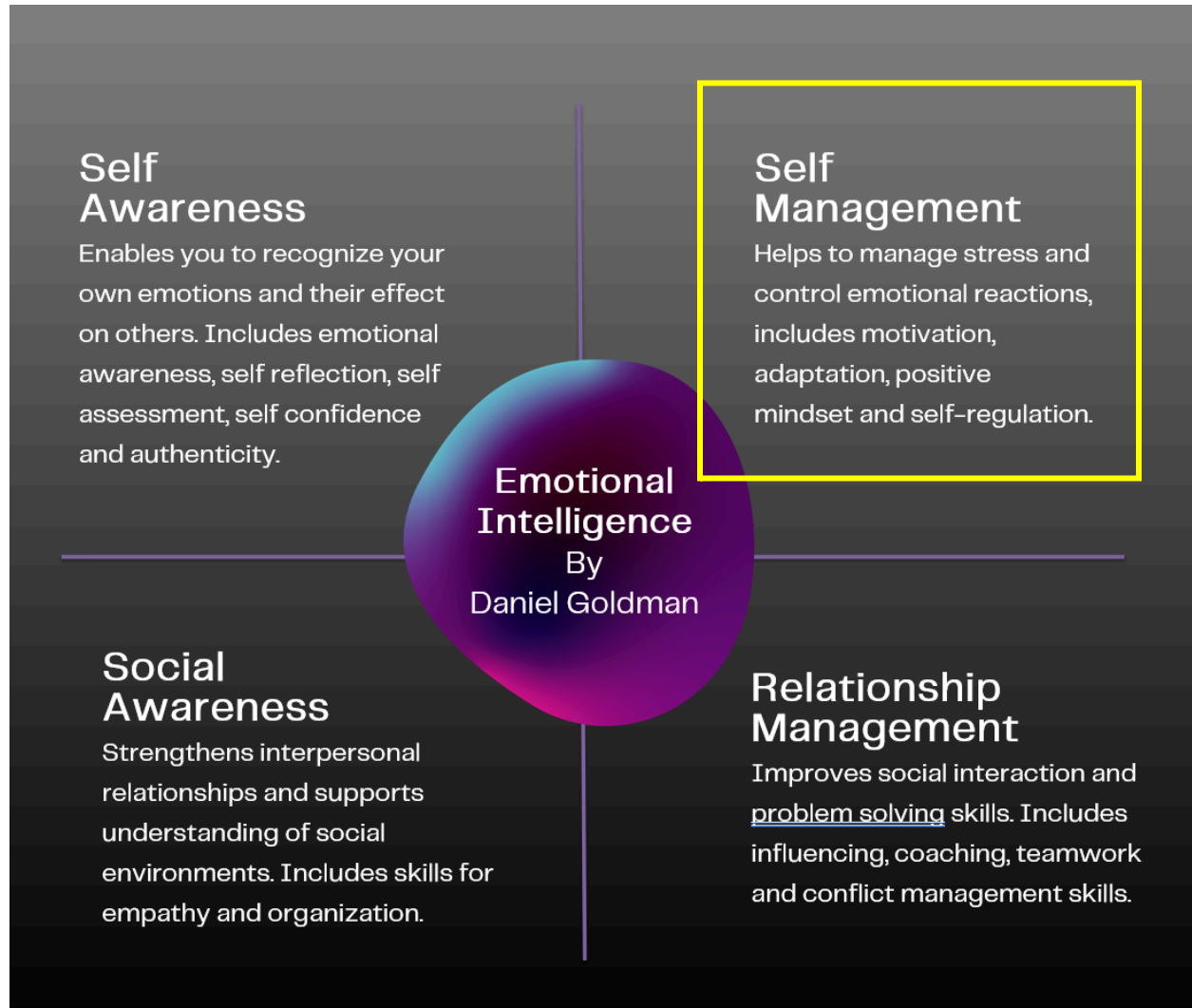


# *8 Tips for Improving your Self-Management*

(EQ quadrant)



## 1. Practice Self-Awareness First

- Before managing emotions, recognize what you're feeling.
- Identify emotional triggers and patterns.
- Use journaling or mindfulness to track emotions.

## 2. Pause Before Reacting

- Take a deep breath before responding in emotionally charged situations.
- Count to 10 or step away if needed to avoid impulsive reactions.
- Ask yourself: *Is this reaction helpful?*

## 3. Develop Healthy Coping Mechanisms

- Engage in physical activity to release stress (e.g., exercise, yoga).
- Use relaxation techniques like deep breathing or meditation.
- Engage in hobbies or creative outlets that bring joy.

## 4. Reframe Negative Thoughts

- Challenge irrational or exaggerated negative thoughts.
- Replace self-criticism with self-compassion.
- Focus on solutions rather than problems.

## 5. Regulate Stress Effectively

- Prioritize self-care (adequate sleep, healthy diet, hydration).
- Use time management techniques to reduce overwhelm.
- Set realistic expectations to avoid burnout.

## 6. Cultivate Emotional Agility

- Accept emotions without suppressing or overreacting.
- Label emotions accurately (e.g., instead of saying *I'm angry*, try *I feel frustrated because...*).
- Shift perspective to see challenges as opportunities for growth.

## 7. Develop Personal Accountability

- Take ownership of your emotions and reactions.
- Reflect on how your emotions impact others and your decisions.
- Learn from past emotional responses to improve future reactions.

## **8. Build a Positive Mindset**

- Practice gratitude daily.
- Surround yourself with positive influences.
- Use affirmations to reinforce emotional strength.