

Emotional Intelligence

Daily Practice Checklist

Use this one-page checklist at the end of your day. Tick the habits you practised, then return tomorrow and begin again.

Date: _____

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I noticed what I was feeling before reacting.

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I named the emotion instead of ignoring or generalising it.

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I paused before responding in a difficult situation.

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I listened to understand rather than to prepare my reply.

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I tried to see a situation from another person's perspective.

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I communicated one feeling honestly and respectfully.

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I reflected on one emotional experience from today.

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I took responsibility for a mistake or misunderstanding.

☐

I showed patience or kindness toward myself.

☐

I expressed appreciation or gratitude to someone.

One thing I learned about myself today:
