

REYNOLDS
— COACHING —
DEVELOPING LEADERS THROUGH THOUGHTFUL COACHING

EQ in Depth

The 5 Emotional Intelligence Skills

That Transform How You Lead, Work, and your Relationships



By Reynolds Coaching
Developing Leaders Through Thoughtful Coaching

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1

Self-Awareness: The Foundation of EQ

What It Is: Self-awareness is your ability to recognize your emotions, understand what drives them, and see how they affect your behavior and interactions.

Why It Matters: Self-awareness is the bedrock of emotional intelligence. Without it, you can't regulate yourself or lead others effectively. High self-awareness lets you respond with clarity instead of reacting from emotion.



TRY THIS FRAMEWORK

My Emotional Cue

What emotion did I experience today that surprised me or lingered longer than expected?

Example: "I snapped at a team member. I felt irritated, but really I was anxious about deadlines."

Your Reflection:

Self-Awareness

What Triggered It

What situation, person, or story triggered that emotion?

Example: “Feeling unprepared for the presentation made me short-tempered.”

Your Reflection:

Action

What will I do next time I feel this way?

Example: “Pause for 3 deep breaths before responding. Name the emotion before I act on it.”

Your Action Plan:

2

Self-Regulation: Staying Grounded Under Pressure

What It Is: Self-regulation is your ability to manage your emotional impulses and stay composed under stress. It helps you think before reacting and choose your best response.

Why It Matters: In the workplace, pressure is constant. Self-regulation helps you handle conflict, criticism, and uncertainty without being hijacked by emotion.



TRY THIS FRAMEWORK

My Emotional Trigger

What situation tends to make me react impulsively or defensively?

Example: “When someone challenges my decisions in meetings, I shut down or get sharp.”

Your Reflection:

Self-Awareness

My Pattern

What do I usually do when this happens?

Example: “I avoid the person or rush through the rest of the conversation.”

Your Reflection:

Action

What will I do differently next time?

Example: “I’ll stay present, repeat their question to clarify, and take a few seconds before I respond.”

Your Action Plan:

3

Social Awareness: Understanding Others

What It Is: Social awareness is your ability to tune in to the emotions and needs of others. It's about reading the room, noticing what's not being said, and responding with empathy.

Why It Matters: Strong social awareness helps you build trust, avoid unnecessary conflict, and improve your relationships with teammates, clients, and stakeholders.



TRY THIS FRAMEWORK

What I Observed

Think of a recent moment when someone around you was struggling. What did their body language, tone, or actions communicate?

Example: "A colleague was unusually quiet in our team meeting—arms crossed, avoiding eye contact."

Your Reflection:

Self-Awareness

What I Missed

What assumptions did I make? What might I have overlooked?

Example: “I assumed they were disengaged, but they were actually overwhelmed.”

Your Reflection:

Action

How can I follow up or support this person more empathetically?

Example: “I’ll ask how they’re doing and offer support instead of interpreting their silence as disinterest.”

Your Action Plan:

4

Social Regulation: Leading with Emotional Influence

What It Is: Social regulation is your ability to manage relationships well—navigating difficult conversations, building trust, and fostering collaboration through emotional skill.

Why It Matters: Workplaces run on relationships. If you can't influence others positively or work through conflict constructively, your leadership effectiveness suffers.



TRY THIS FRAMEWORK

A Challenging Relationship

Who do I find difficult to communicate or connect with?

Example: “A teammate who often dismisses ideas and dominates conversations.”

Your Reflection:

Self-Awareness

What I Can Control

What part of the interaction is mine to own or influence?

Example: “I tend to react with sarcasm, which doesn’t help the situation.”

Your Reflection:

Action

What intentional step can I take to shift the dynamic?

Example: “I’ll acknowledge their ideas, then calmly express when I feel shut down.”

Your Action Plan:

5

Motivation: Fueling Your Emotional Energy

What It Is: Motivation in EQ is your internal drive to pursue goals with energy and persistence, even without external rewards. It reflects your passion, purpose, and personal mission.

Why It Matters: Motivated individuals aren't just productive—they're resilient. EQ-based motivation helps you stay focused, bounce back from setbacks, and inspire others to do the same.



TRY THIS FRAMEWORK

What Energized Me Recently

What activity, project, or conversation gave me a surge of focus or satisfaction?

Example: “Coaching a new team member and seeing them light up with clarity.”

Your Reflection:

Self-Awareness

What Drained Me

What left me feeling depleted or disengaged?

Example: “Endless admin tasks that don’t align with my strengths.”

Your Reflection:

Action

How can I structure more of my week around energizing work?

Example: “I’ll block Friday mornings for mentoring and move admin to less productive times.”

Your Action Plan:

CONCLUSION

Build Your EQ— Transform Everything

Emotional intelligence is one of the most powerful tools you can develop. It impacts how you lead, how you work, and how you live. And it's something you can grow—starting today.

Each time you pause before reacting, listen with empathy, or shift your mindset—you are building your EQ muscle.

So reflect. Practice. Grow.

And if you're ready to deepen this work, Reynolds Coaching is here to guide you.

Let's Talk

Want to improve your EQ at work or with your team?

Schedule your free discovery call today

 phil@reynoldskoaching.org

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