

## Self-Awareness Best Practices

Self-awareness is about understanding your emotions and behaviors as well as the emotions and behaviors of others. It requires you to become aware of your external surroundings and circumstances that may affect a situation. It is the key to managing your behavior. It helps professionals stay composed and helps leaders make better decisions to initiate change. Once you recognize your emotions and the emotions of others, it helps you make sounder, more strategic decisions. Self-awareness can mean the difference between staying employed or losing your job (or your sanity). Leveraging this skillset helps you see yourself more clearly, build stronger relationships, implement change, and build trust and influence in the workplace. Remember, we spend at least eight hours a day working with various people throughout the day, so we are exposed to different personalities, behaviors, and emotions. Being aware of these emotions can help you manage your interaction with the people you work with which will lead to better engagement. How can you improve your self-awareness? Check out the tips below:

- **Ask for Informal Feedback-** It is not always easy to do this. It takes courage, vulnerability, and humility. Soliciting informal feedback from others such as a colleague, subordinate or manager helps you check your blind spots and make appropriate adjustments to your approach to a situation. This feedback helps you assess how others perceive you and makes you aware of their feelings.
- **Think Regularly/ Write in a Journal-** Set time aside to think about your day ahead. What do you need to accomplish? What are you looking forward to the most? What are some challenges that you anticipate? Set some additional time aside at the end of the day before you go to bed to reflect on your day. Did you meet your goals? What do you need to work on the next day? What are you grateful for? This kind of self-introspection helps you think clearly and calmly and helps you stay focused. **Write in a journal to capture your thoughts and feelings so you can get clarity.** I recommend using the [Best Self Journal- https://g.co/kgs/vMCLpi](https://g.co/kgs/vMCLpi)
- **Take a Personality/ Behavior Based Assessment-** Myers-Briggs and DiSC Assessments are great tools to use. I also recommend the 360-degree assessment because it requires others to complete an assessment about you. This enables you to get the full perspective of how others perceive you. Assessments help you understand yourself better and flex your work style to work more effectively with others.