



INSTITUTE for HEALTH and HUMAN POTENTIAL



## The Story of Bamboo

Like any plant, in order for the Chinese Bamboo tree to grow it needs nurturing - water, fertile soil, sunshine. In its first year, there are no visible signs of activity. In that second year there's still no growth above the soil. The third, the fourth, still nothing. Our patience is tested and we begin to wonder if our efforts (caring, watering, etc.) are really worth it.

But finally in the fifth year – WHOOSH! A miracle! We see the growth! And what growth it is - 80 feet in just six weeks!

So seriously; does the bamboo really grow 80 feet in six weeks? Or does it actually take five years for this sudden burst of activity?

The bamboo story is a story about personal growth and change: never easy, slow to show any progress, frustrating and unrewarding at times – but totally worth it. If we can be patient and persistent – if we can choose the hard rights over the easy wrongs – we will learn how to change.

This is the most important part of becoming who we want to become - in developing ourselves. It is our ability to stay persistent even when we can't see any growth on the surface. It's learning how to be our best in our most difficult moments.

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## **So what's "Emotional Intelligence"!?**

Emotional Intelligence (E.I.) is your ability to recognize and manage your emotions and the emotions of others. Emotions have the potential to strengthen or get in the way of our most important relationships.

What's valuable to know about E.I. is that it can be learned! We can learn how to be more self-aware, better manage our emotions and create stronger connections with others through awareness and practice. Seriously, just by thinking about being more self-aware we increase our self-awareness. There! You just did it!

## **What's in it for you?**

You've got a great opportunity in your hands. You've got a tool that will help you better understand the most important person in your life – you! By focusing first on ourselves and what we need for strong personal leadership, we strengthen our ability to be leaders in our community.

If you choose to use it (and it is a choice) you will learn how to ask yourself the really hard questions:

**Who am I?**

**If life is all about relationships, how can I make mine better?**

**How can I make better decisions?**

**How can I set myself up so that what I want is connected to what I do?**

You'll also find some answers.

It takes time though. These won't be quick fixes. Anything really worth doing doesn't come easily. It takes hard work to develop strong leadership skills. Who you are now and you want to become may change over time based on the experiences you have, the role you play and the people you meet.

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## What Does EI have to do with Leadership?

Leadership isn't a destination or a just a position that we take. Leadership is as journey. Being a leader and choosing to make a difference takes commitment. It takes courage. It requires you to step back from time to time to make sure that you're on the right path and that you're heading in the direction that you want to be heading.

We all have the potential - and ability - to be leaders.

But before we can effectively lead others, we must be able to lead ourselves. Leadership begins with you building a strong and solid relationship with yourself so that we can build strong and solid relationships with other.

Strong leadership creates change. In order to make that change we have to be able to look inside ourselves. We need to learn how to become self-aware, manage our emotions, and create strong, understanding relationships with each another.

Imagine what our communities would look like if we utilized our full leadership potential!

## How does it help YOU??

Research and literature shows there are many benefits if you seriously work on becoming more emotionally intelligent. Here are just a few:

- ✓ You make better/easier transitions in life.
- ✓ You create stronger, more meaningful relationships with the people around you.
- ✓ You're better able to manage stress.
- ✓ You make more money.
- ✓ You build stronger support networks.
- ✓ You develop better decision-making skills.
- ✓ You gain a stronger sense of who you are.

Change begins with you; it starts when you choose to make a commitment to yourself to grow. What do you need to in order to dream, to grow, and PLAY BIG!?

Here are some ideas of ways that you can start to Change Your Game:

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- ✓ Challenge yourself and your colleagues to think more deeply about the topics
- ✓ Set aside time every day to reflect. Ask yourself questions like, "What am I feeling?" and, "What's causing me to feel this way?"
- ✓ Ask yourself, "What am I learning?" Apply what you're learning to your own life.
- ✓ Contribute to the learning of others; your unique experiences and perspective are needed for others to grow to be their best.

Your success depends on investing in your own learning and in sharing that learning with others.

## **Check Yourself!**

Success in life comes from having confidence in who you are and what you are capable of. That confidence comes from understanding and going easy on yourself and having control over your emotions, knowing what you can and can't accomplish – yet. All of this helps create a self-acceptance that leads to real change and growth.

This involves:

- ✓ Understanding and managing your emotions
- ✓ Knowing what your strengths and challenges are

## **What are some ways I can "check myself"?**

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## Getting Connected!

There's a saying, "To have a friend, be a friend." It takes knowledge, skills, effort and caring to be a good friend and to work well with others.

This involves:

- ✓ Recognizing and acknowledging the feelings and perspectives of others
- ✓ Recognizing individual / group similarities and differences
- ✓ Using communication and social skills to interact effectively with others
- ✓ Treating others as you want be treated
- ✓ Preventing, managing, and resolving interpersonal conflicts in constructive ways
- ✓ Helping others to grow as well

### What can I do to connect more effectively with others?

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## Leading Ourselves Before Trying to Lead Others

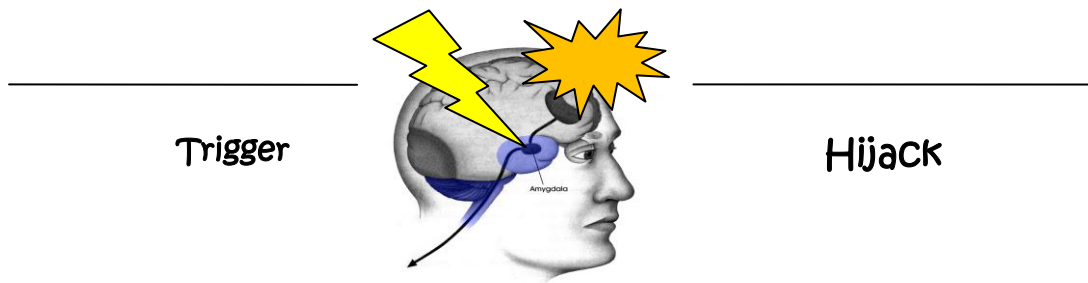
Leadership isn't limited to a few gifted, talented or charismatic people. All people are leaders in different ways at different times. Leadership happens in the work place or work groups, in hallways, and even online. These skills become part of your life in and outside of your community. Once you have these leadership tools, you take them with you as you move forward.

Just like any tool, if you don't use them, they become rusty and stop working. Personal leadership involves taking care and using those tools. It takes conscious practice to become the kind of leader you would want to follow. Now is a great time to start!

This means:

- ✓ Recognizing and understanding the need to organize materials, information, time and people
- ✓ Using that knowledge
- ✓ Acting on your hopes and intentions
- ✓ Identifying your strengths and challenges to accomplish goals

## Getting "Hijacked" - an emotional takeover



A "hijack" is an emotional takeover. Think of it like tiny little pirates climbing into your brain and taking control of what you say and what you do. When we experience a hijack, we:

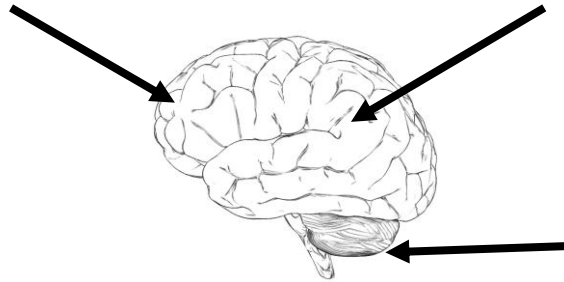
- ✓ Have less perspective
- ✓ Use less judgment

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- ✓ Are more “certain” that what we say and do is correct (this usually backfires)
- ✓ Have less self-control
- ✓ Make more mistakes
- ✓ Move toward our “default behaviour”



Rewiring yourself is a way for you to calm yourself when you start to become stressed or triggered. It's easy to get caught up in the idea that when something is bothering you, there's nothing you can do about it. Here are some things that you can do to help calm yourself.

### Intent vs. Impact

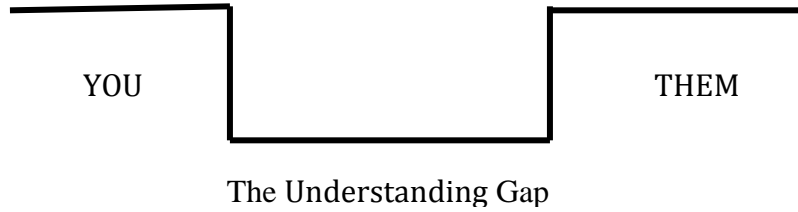
Don't confuse **IMPACT** with **INTENTION**.

We judge ourselves by our \_\_\_\_\_.

We judge others by their \_\_\_\_\_.

**Listen for and connect with *their* intention.**

## Start From Their Side of the Bridge



## SOSS: When You Start to Feel Yourself Getting Hijacked

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## **Sustainable Leadership: Habits that Help Me and Habits that Hurt Me.**

Every once in a while, it's helpful to sit down with ourselves and look at the habits we've created. Some of these habits can be helpful (such as getting enough sleep or exercising more) and some can be harmful (such as smoking or drinking when stressed out).

From time to time, it can be important to check in with ourselves and acknowledge the habits we've created. When we do this, we become more self-aware of the habits we've brought into our lives and can keep those that are moving us forward and get rid of those who are holding us back.

### **Step 1: Helpful Habits**

Sit down with yourself and make a list of 5 helpful habits you have in your life right now. Helpful habits are those things we do, often unconsciously, that are helping us be at our best when it matters most. List them here:

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## Step 2: Hurtful Habits

Just as it's important for us to recognize the habits that are helping us be at our best when it matters most, it's equally important for us to recognize those habits that are hurting us or holding us back. List 5 hurtful habits here:

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## Playing Big: My Personal Action Plan

### Setting My Goals

#### What skills or tools do I want to learn and develop?

List 3 goals you have for this year.

1.

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2.

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3.

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When I reach my goals, how will I feel?

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In order to accomplish these goals, what do you need to do? List THREE specific things you will need to do to reach your goals:

1.

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2.

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When will you accomplish these specific actions? Setting deadlines helps you stay focused on your goals. Be realistic and fair with yourself.

1.

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2.

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3.

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**My “I will” Statement:**

E.g. *When I start to feel stressed out, I WILL stop and slow my breathing.*

**Self-Awareness Worksheet Steps**

1. Name the person who you are having the difficulty with.
2. What is it that they do that \_\_\_\_\_ you?
3. What is it that your \_\_\_\_\_ when they trigger you?
4. What \_\_\_\_\_ does your behaviour have on the people around you?
5. What are your \_\_\_\_\_?
6. What is the other person’s \_\_\_\_\_?

## 6 Steps to Self Awareness

**Step 1:** List the names of 1-3 people who "trigger" you (make you angry, upset or sad).

E.g. a parent, friend or coworker.

1.

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2.

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3.

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**Step 2:** What do they do that "triggers" you?

E.g. a friend makes a sarcastic comment about you in front of everyone else.

1.

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**Step 3:** When that person triggers you, what is your 'default' behaviour?

E.g. you get angry and yell.

1.

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2.

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3.

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**Step 4:** How does your behaviour impact the people around you?

E.g. getting angry in class disrupts everyone else.

1.

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2.

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3.

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**Step 5:** What are your needs? What do you need? E.g. I need to feel respected, safe and/or heard by the other person.

1.

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2.

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3.

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**Step 6:** What are their needs? What do they need? E.g. they need to feel respected, safe and/or heard by me.

1.

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2.

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3.

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### **Learning How to Rewire Ourselves!**

Rewiring yourself is a way for you to calm yourself when you start to get stressed or triggered. It's easy to get caught up in the idea that when something is bothering you that there's nothing you can do about it. Here are some things that you can do to help calm yourself.

1. **STOP** - The whole point of stopping or pausing is to take ourselves out of the situation so that we can come back into it more powerfully with the person or the situation. It's like hitting the "reboot" button on your computer.
2. **OXYGENATE** – During a hijack, blood is re-directed to the main parts of our body to prepare it to "fight" or "flee". Our breathing becomes shorter and we lose our ability to manage ourselves effectively.
3. **STRENGTHEN APPRECIATION** – Remove the sense of threat altogether. If our emotions can get us into trouble, they can help get us out. Research shows that **appreciation** soothes our amygdale (that almond shaped area of the brain that's responsible for emotional learning and memory) better than any other emotion. An "**Appreciation Anchor**" is a moment in your life that you can easily recall where you felt deep appreciation or gratitude.
4. **SEEK MORE INFORMATION** – Seeking information means that we ask questions with a clear purpose – to help us better understand the situation and our own reactions. In particular, we are asking because we are genuinely curious about clarifying how the other person is experiencing the situation.

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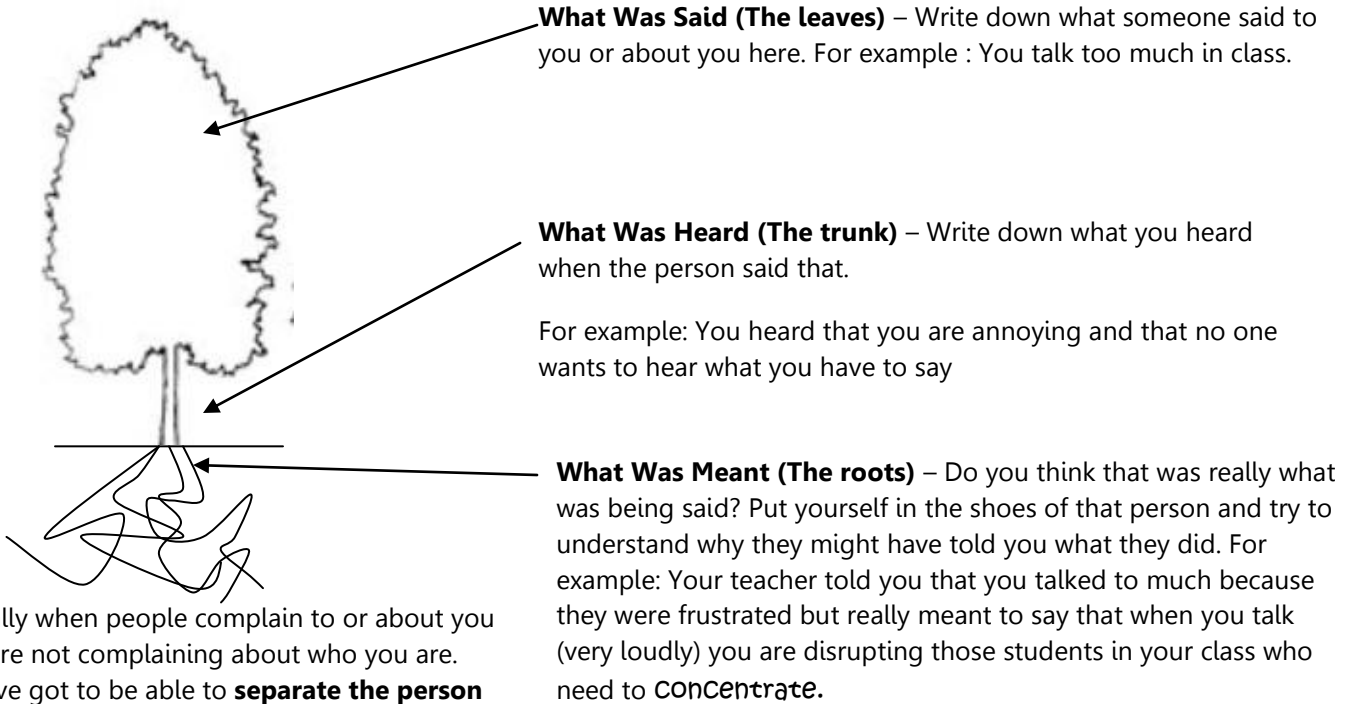
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## What We Say. What We Hear. What We Mean

We rarely say what it is that we truly mean. Often what is said can be mistaken for what is really meant. The next time someone says something to you that you either don't fully understand try to better understand the meaning behind it. For example, was this person hijacked or triggered when they told you that you were lazy? If they were, do you think they really meant that or were they trying to ask you for help with something?

### Steps you can take to better understand:

Draw a tree like this:



Usually when people complain to or about you they're not complaining about who you are. You've got to be able to **separate the person from the behaviour**. The same goes when you get frustrated with someone. Make sure they know it's not about who they are, it's about what they're doing.

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