



Emotional Intelligence Quick Reference

Use this cheat sheet to spot Emotional Intelligence (EQ) moments at work and respond with clarity, compassion, and confident boundaries.

The 4 Core Domains (*at a glance*)

1) Self-Awareness — Noticing your emotions & triggers in real time.

Signals: tight jaw, racing thoughts, "I must fix everything."

Try: Name it to tame it: "I'm feeling pressure + urgency."

2) Self-Management — Regulating impulses and choosing a response.

Signals: interrupting, rushing decisions, email reactivity.

Try: 90-second pause → 3 slow breaths → "What outcome do I want?"

3) Social Awareness — Reading the room; empathy for others' needs.

Signals: tension, silence, confusion, unspoken resistance.

Try: Mirror + check: "I'm sensing some concern—did I get that right?"

4) Relationship Management — Communicating clearly & holding boundaries.

Signals: circular conversations, mixed expectations.

Try: Clarify + contract: "Here's what I can do today; here's what's next."

60-Second Micro-Habits (*use anytime*)

- **Before a session/class/meeting**
 - 3-count inhale, 6-count exhale × 4
 - Set intention: *Presence > Perfection*
 - Outcome cue: *"If nothing else, I will leave with ___."*
- **During a tough moment**
 - Ground: feet + chair + breath
 - Name your state quietly: *"Frustrated + protective."*
 - Ask a focusing question: *"What matters most right now?"*
- **After a draining day**
 - Two-line journal: *What drained me? What restored me?*
 - 5-minute walk without phone
 - Text a gratitude to a colleague

Boundary Scripts (*plug-and-play*)

- **Time/Scope**

*"I can start this **tomorrow after 2 PM** and deliver a **draft by Friday**. If you need it sooner, we'll adjust the scope."*
- **Interruptions**

*"I want to give this the attention it deserves. Let's **park this for 10 minutes** while I finish the eval notes, then I'm all yours."*
- **Role Creep**

*"My role is (**coach/SLP/educator**). To support best outcomes, I recommend (**refer/coordinate**) for the rest."*
- **Well-Being**

*"I'm stepping out for **5 minutes** to reset so I can give you my best."*

Why Boundaries Matter

Boundaries aren't walls; they're bridges to healthier relationships, clearer communication, and sustainable energy. When you define what you will and won't take on, you create space for the work, people, and activities that truly matter.

Healthy boundaries can:

- **Prevent hidden burnout:** They protect you from overcommitting before stress takes hold.
- **Increase respect:** Clear expectations reduce misunderstandings and improve collaboration.
- **Boost confidence:** Saying “no” thoughtfully reinforces your self-worth and priorities.
- **Model wellness:** When you set boundaries, you give others permission to do the same.

Remember: every boundary you set is an act of self-leadership.

Difficult Conversations (SBI-E-Ask)

- **Situation:** *“In yesterday’s IEP meeting...”*
- **Behavior:** *“...we talked over each other.”*
- **Impact:** *“...the family looked overwhelmed.”*
- **Empathy:** *“I know this is high-stakes for everyone.”*
- **Ask/Agree:** *“Can we try single-topic turns and I’ll facilitate?”*

Spot-Check Your EQ (quick self-rating)

Rate 0–2 (0 = rarely, 1 = sometimes, 2 = often)

- I notice my stress signals early.*
- I pause before replying when I’m triggered.*
- I reflect others’ feelings accurately.*
- I set/hold clear expectations without guilt.*

Score guide: 0–3 = Start with micro-habits

4–6 = Add one boundary script

7–8 = Coach others using SBI-E-Ask

10-Minute Weekly “EQ Workout”

1. **Reflect (4 min):** What energized me? What drained me?
2. **Rehearse (3 min):** Practice one boundary line out loud.

3. **Relate (3 min):** Send one appreciation with a specific behavior + impact.

Triggers → Tools

- **Perfection pressure** → *Progress mantra:* "Done > perfect."
- **People-pleasing** → *Two-part reply:* "Yes, if... / No, because..."
- **Last-minute asks** → *Triangle:* Time • Scope • Quality (pick two)
- **Conflict avoidance** → *Lead with curiosity:* "What feels most stuck?"

Keep • Improve • Stop (end-of-week checkpoint)

- **Keep:** _____
- **Improve:** _____
- **Stop:** _____

Want the deeper dive?

Book a complimentary **Discovery Call** to build your personalized EQ plan for burnout-proof performance.

Sunburst Coaching & Consulting, LLC

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