



# Emotional Intelligence

Work Booklet

# EMOTIONAL INTELLIGENCE IS A RANGE OF SKILLS THAT ARE IMPORTANT FOR FEELING WELL AND LIVING A HAPPY LIFE.

Often when we talk about how intelligent someone is, we are talking about their 'intellect' or 'IQ' but did you know that there are different types of intelligence? A high IQ might help you get higher marks in an exam whereas having a high Emotional Intelligence (or 'EQ') can help you understand yourself and others, to have better relationships, make good decisions and to deal with difficult decisions.

Emotional Intelligence, just like all our muscles can be developed and strengthened. With some work, it is possible to improve your Emotional Intelligence! This workbook has been put together to help you think about some different things that help develop emotional intelligence and to work out how to approach life in a more positive way.

In this booklet we will learn about;

- **Mindfulness**
- **Self-esteem**
- **Self-awareness**
- **Responsibility**
- **Assertiveness**
- **Empathy and Kindness**
- **Impulse Control**
- **Social Responsibility**
- **Friendship**
- **Self-Compassion**



Some people believe that it is not possible to be emotionally intelligent without being mindful of our own emotions and those of others.

Being mindful means taking notice of our thoughts, feelings, senses and the world around us. By paying attention to these things you can help your life in many ways, such as:

- **better sleep,**
- **improved concentration,**
- **better problem solving,**
- **improved self-control,**
- **increased kindness.**

Lots of people now feel that modern life brings lots of distractions. The increasing use of mobile phones, games consoles and tablets means there are few times in our lives for our minds to rest. Mindfulness is more important now than ever before.

To have a healthy mind it is important for us to spend some time where we are not worrying about the past or about the future but instead just relaxing in the present and noticing what is going on inside and outside our bodies. This is mindfulness.

## Exercise

### Not being mindful:

Can you think of times during the day when you have lots of thoughts going through your head or when your mind is very busy?

1. ....

2. ....

3. ....

Can you think of times during the day when your mind is more calm and quiet?

1. ....

2. ....

3. ....

As well as practicing mindfulness as part of our Healthy Kidz programme it is possible to use mindfulness throughout your day. Here are some things to try.

## **Mindful eating.**

It is possible to try mindfulness when you are eating. Have you ever scoffed food so quickly that you can't really remember how it tasted afterwards? You probably have! Mindful eating is the opposite to this. Next time you eat breakfast why don't you pay attention to the food more closely. Think about the colour, smell, taste, temperature and even the sounds of your food. Think about what it feels like to be half-full or three quarters full.

## **Class discussion**

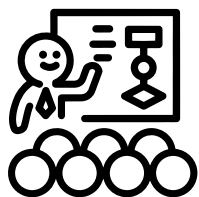
### **Mindful walk**

Discuss how you can turn your next walk into a mindful walk. What things do you expect to be able to smell, hear, touch? What emotions might you feel during a mindful walk?

## **Mindfulness exercise**

Now, with your teacher let's try a little mindfulness. At the start some children, especially younger kids find it tricky to keep their minds calm. Each time you try you should find that it gets a little easier.

### **Mindfulness exercise 1**



# INTRODUCING YOUR WEEKLY GRATITUDE DIARY



If you have had a hard day it is easy to forget about the good things in your life. Lots of children and adults keep a gratitude diary. This is a great way to remember the things that you have to be thankful for. Scientists have found that gratitude journals help us stay positive and helps us focus on the good things. Why don't you suggest to other family members to keep a gratitude journal too!

## **Week 1**

Pick a person that you are grateful for. Draw a picture of them.

Around the picture write why you are grateful for this person.

You may wish to show this to the person that you have chosen.

A large, empty rectangular box with a dotted blue border, intended for drawing a picture of a person. The box is centered on the page and occupies a significant portion of the lower half of the page.

## WEEK 2 SELF ESTEEM



Self-esteem is the way that you view yourself. Having good self-esteem means that you have respect and consideration for yourself.

Watch [https://youtu.be/L\\_NYrWqUR40](https://youtu.be/L_NYrWqUR40)

### My Special Gifts

From making friends, playing a sport or musical instrument or even being good at a subject such as maths, everyone has something they do well. Try to recognise your own gifts and talents.

**Five of my gifts are**

1. ....

2. ....

3. ....

4. ....

5. ....

Which of these makes you most proud?

.....

What do you think the world be like if everyone had the same talents?

.....

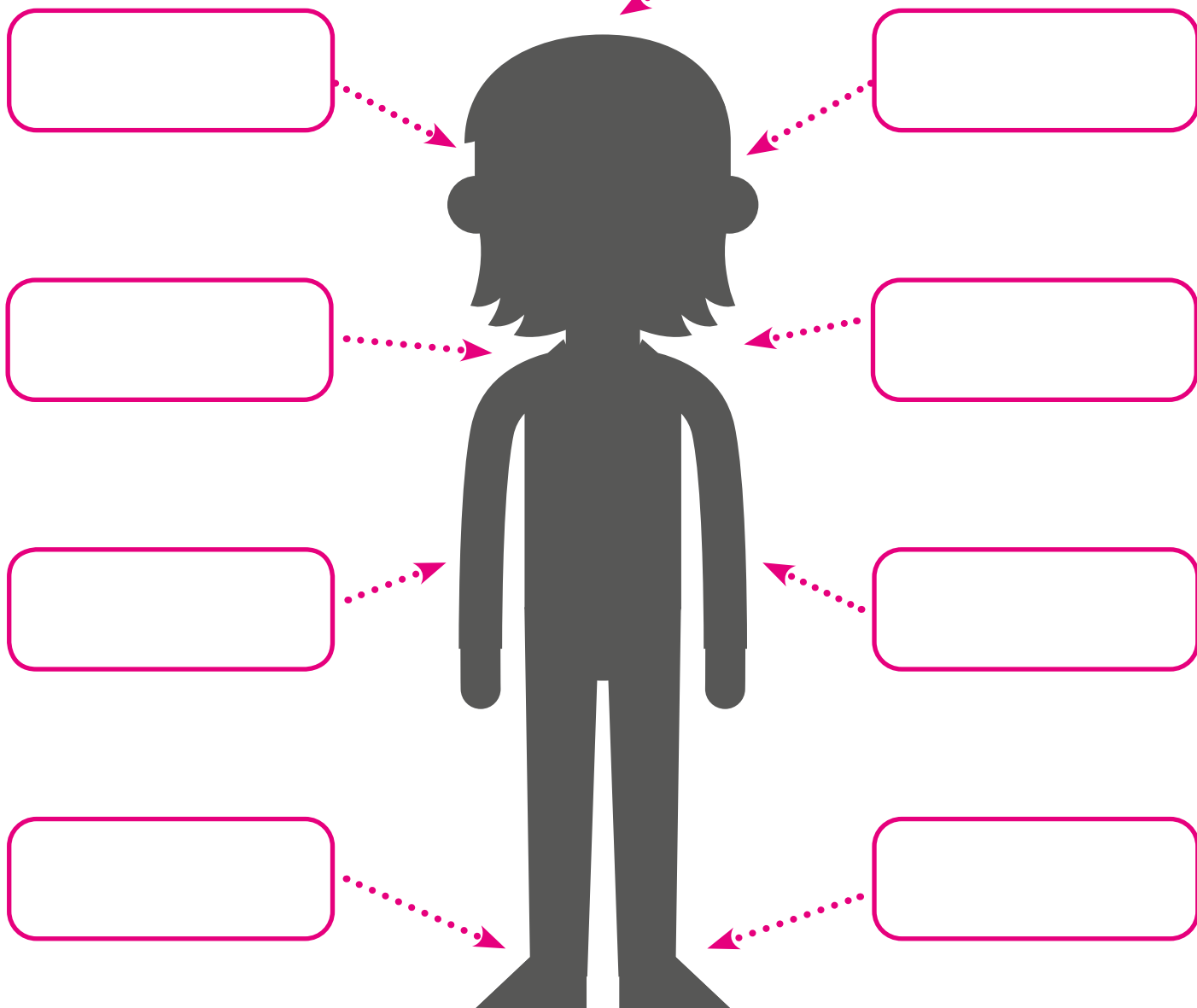
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.....

Write down the different ways you would be proud to be described

For example, "You are always kind to others"

**You are always  
kind to others**



## Class activity

In small groups, each child should write their name at the top of a page.

Pass the pages around the group so that everyone has the opportunity to write something positive about each child.

# WEEKLY GRATITUDE DIARY



## Week 2

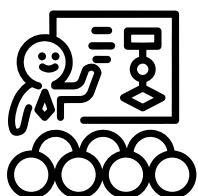
Pick a thing that you are grateful for.

This might be something that you use or something that you see each day. It can be anything.  
Draw a picture of it.

Around the picture write down why you are grateful for this thing.



## Mindfulness exercise 2





## WEEK 3 SELF AWARENESS



Self-awareness helps us tune into our feelings, thoughts and actions. It is more than just being able to recognise these things; it means understanding that how we act on our thoughts and feelings affects others and ourselves.

Self-awareness means understanding your strengths and weaknesses, and knowing what types of help you could use. It's the first step toward asking for the help you need.

List two words for each picture. Can you write a sentence that explains why the person might be feeling these emotions? Go ahead and make it up.



1. .... 2. ....

Why .....

.....



1. .... 2. ....

Why .....

.....



1. .... 2. ....

Why .....

.....



1. .... 2. ....

Why .....

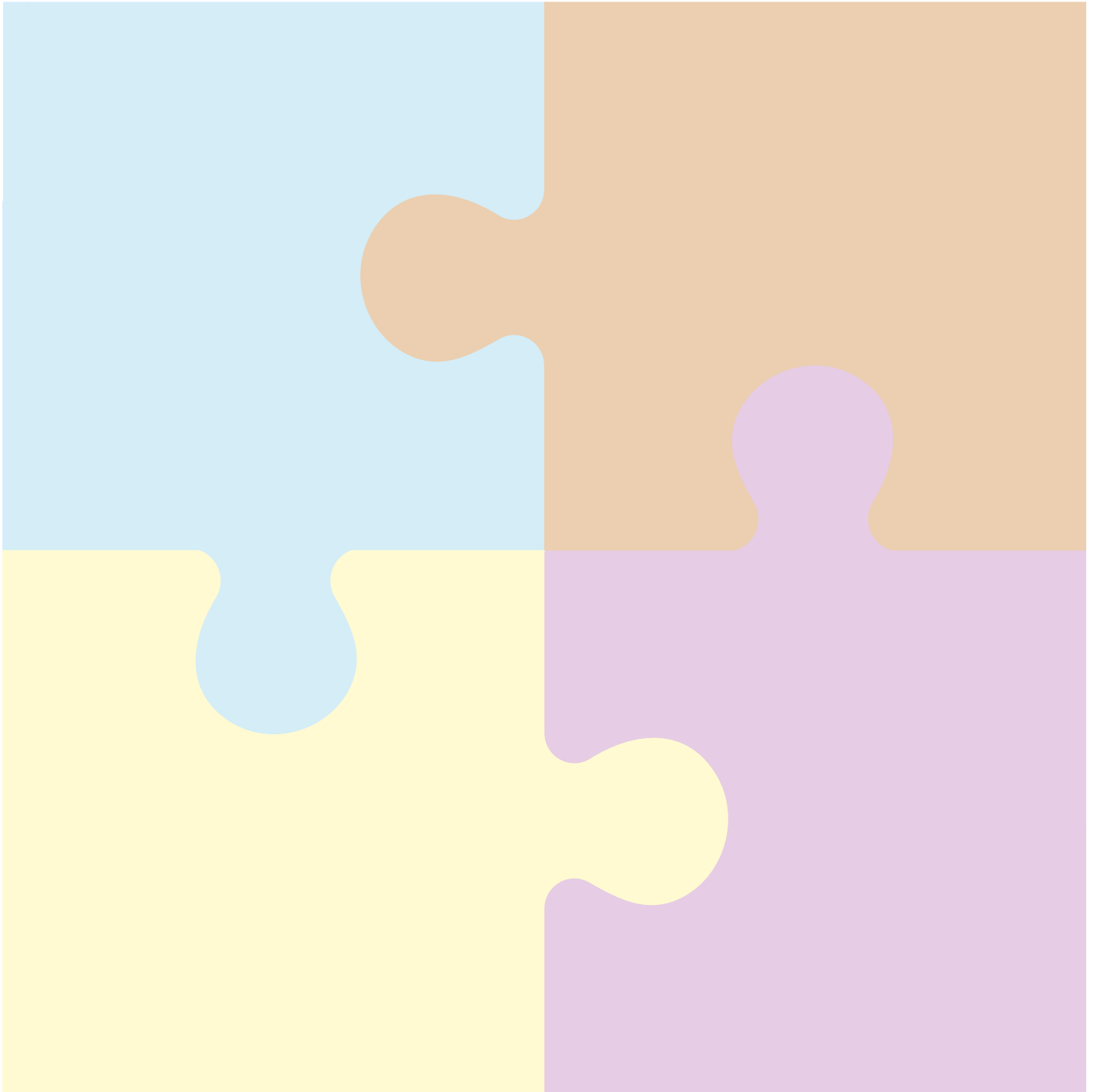
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## WEEK 3 SELF AWARENESS



Many things make up the person you are. Your personality traits, skills and emotions are like a patchwork quilt or a jigsaw, each part is pieced together to make up the whole 'you'.

Inside the pieces on the jigsaw below, write or draw a different aspect that makes you you!



In no particular order - what 10 things are most important to you in your life?



1. ....
2. ....
3. ....
4. ....
5. ....
6. ....
7. ....
8. ....
9. ....
10. ....

What 3 things are most important to you?

1. ....
2. ....
3. ....

Can you think of two things that you find difficult? Things about you that you feel need some work.

1. ....
2. ....

## WEEK 3 SELF AWARENESS



### ***Finish the sentence...***

I do my best when .....

I struggle when .....

I am comfortable when .....

I feel stress when .....

I feel brave when .....

One of my favourite memories is .....

My toughest decisions involve .....

Being myself is hard at times because .....

I can be myself when .....

I wish I were more .....

I wish I could .....

Life should be about.....

## WEEK 3 GRATITUDE DIARY

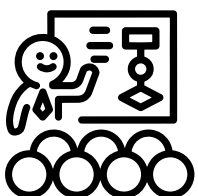


Pick a thing that you are grateful for experiencing. This can be something special that happened once or something that happens all the time. Draw a picture of this thing.

Around the picture write things about this thing that you are grateful for.



### Mindfulness exercise 3





**'Being responsible means you do the things you are expected to do and accept the results of your actions.'**

For example, your parents expect you to brush your teeth in the morning and at night. Brushing your teeth is "a responsibility" and it is your responsibility to brush your teeth every day. Another example is that your teacher expects you to finish your homework on time and to try your best. So it's your responsibility to do your homework. Can you think of any other responsibilities you have?

1. ....

2. ....

3. ....

4. ....

5. ....



## What is a 'consequence'?

A consequence is the **result of our actions**.

Consequences can be positive (**good**) or negative (**not good**). For example, if you are supposed to do your chores by Sunday evening and you get them done, the consequence of your actions might be that you get some pocket money and your parents are happy with you. Or, if you leave your bike behind your dad's car and he doesn't see it and runs over it, the consequence of your action is that your bike is damaged.

Can you think of any other times when you have had to deal with consequences of your actions?

## Good Consequences

1. ....

2. ....

## Bad Consequences

1. ....

2. ....

## WEEK 4

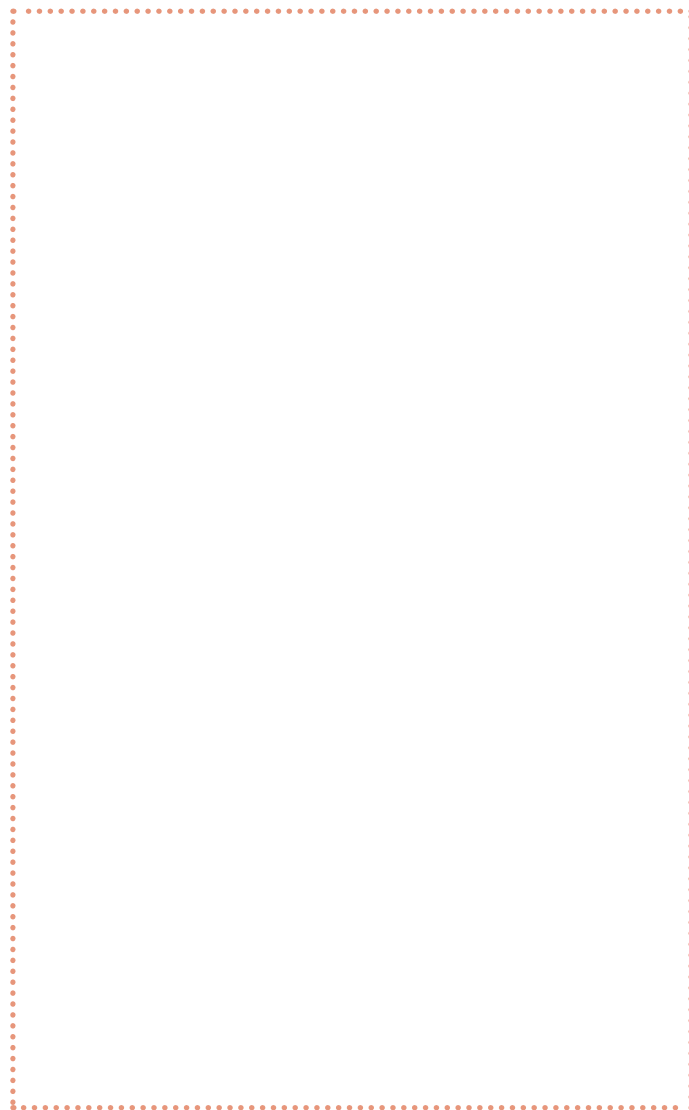
# GRATITUDE DIARY



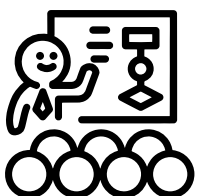
### Week 4

Draw a picture of one of your favourite places in the world. It might be somewhere that you visited on a special occasion like a holiday or it might be your favourite room in your house.

Around the picture write things about this place that you like the most.



### Mindfulness exercise 4





## WEEK 5 ASSERTIVENESS



Being assertive means having the confidence to stand up for your point of view. Assertiveness means that you can give an opinion or say how you feel without being disrespectful or feeling guilty.

Most of us will use different styles of communication in different situations but we tend to have an overall style. Like all of the other parts of emotional intelligence becoming more assertive is an important skill that you can learn and one that can help you throughout your life.



### Passive

If someone has a style that is too passive they might let others, make decisions for them. When asked to decide they might say "I don't know" or "I don't care". Often when people are too passive they regret when they don't speak up and voice their opinion.

### Aggressive

If someone has a style that is too aggressive they may come across as being bossy. They rarely listen to others views and may be rude just to get their way.

### Assertive

If someone is assertive they will be able to stand up for themselves or for others, express their thoughts, feelings and beliefs in a direct and honest way without being aggressive. They will not be willing to accept something that is wrong.

The first step to becoming more assertive is understanding where your normal style of communication might be along the line below.

## WEEK 5 ASSERTIVENESS



To help you think about this a little more here is a table of some common features of the different styles.

Passive	Assertive	Aggressive
<p>Makes body smaller, hunches shoulders, avoids eye contact by looking down.</p> <p>Agrees with others despite feelings. Is tough on themselves.</p> <p>Says "I don't care..... you decide....."</p>	<p>Has a relaxed posture and comes across as warm and friendly. Has good relationships with others.</p> <p>Says "That's a good idea but how about...." Or "I see that but I'd really like it if"</p>	<p>Makes body bigger, with their head high. Points their finger and clenches fist. Makes enemies and upsets others. Feels angry.</p> <p>"You're wrong...." Or "that's tough" Or "Don't be stupid"</p>

Passive

Assertive

Aggressive



Here are some tips to help you become more assertive. Focus on the advice that relates to you

### Less aggressive more assertive

Accept that everyone is allowed to have their own opinion. Try to discuss any differences calmly. Speak in a kinder way. Try "I disagree" instead of "you are wrong". Work on getting rid of behaviours such as shouting, slamming doors and pointing fingers.

### Less passive more assertive

Speak up when you have an idea or an opinion. Don't be put off if it doesn't work out first time. Keep practicing even if it is just putting your hand up more often in class. If there is a particular situation in which you would like to be more assertive it might be helpful to practice what you might say until you feel more confident. Some people find that by saying things out loud when no one is around it helps them start a conversation that they would normally avoid.

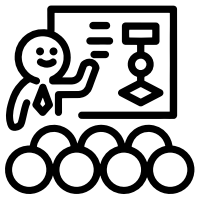


### Class discussion

Discuss how you could behave assertively in the following situation

- A friend returns a book that you lent them but there are pages missing.
- You hear a class mate being spoken to rudely and it upsets them.
- Someone in your class suggests that you work together on a homework that your teacher specifically asked to be done independently.

### Mindfulness exercise 5



## WEEK 5 GRATITUDE DIARY



Have a think about your health and how life could be much worse if you were less healthy. Pick one thing about your health that you are grateful for. Draw a picture of this thing. Around the picture write things about this part of your health that you are grateful for.

A large, empty rectangular box with a dotted green border, intended for a child to draw a picture and write about their health gratitude.

## WEEK 6 EMPATHY AND KINDNESS



Having empathy means that you are able to understand and respect the thoughts and feeling of others. Empathy is at the heart of a person's ability to be kind and caring. Did you know that being kind doesn't just help the person that you are being kind towards it helps you too? Medical research has shown that being kind can lower your blood pressure and can help relieve stress and anxiety!



### The 'Golden Rule'

A simple Golden Rule is that you should not treat other people in a way that you would not like to be treated yourself.

- I wouldn't like someone to say that I am stupid, so I won't say "You're stupid" to anyone else.

### Now make up 2 examples of your own using the 'Golden Rule'

1. ....
2. ....

### Let's make a positive switch.

"If I was the new kid in school I would like someone to ask me to join in with a game at lunch so I'm going to ask the new kid today at lunch to play with me."

### Make up 2 of your own examples like this one.

1. ....
2. ....

## WEEK 6

# EMPATHY AND KINDNESS



### Acts of kindness

1) Can you describe one kind thing that you did for someone else?

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2) How did it make the other person feel?

---

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3) How did it make you feel?

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The best thing about being kind is that it is infectious. In the same way that a cold can spread around your school or local community so too can kindness. A random act of kindness is when you surprise someone by doing something kind for them without expecting anything in return.

Can you plan a random act of kindness that you know will make someone feel good?

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## WEEK 6

# EMPATHY AND KINDNESS

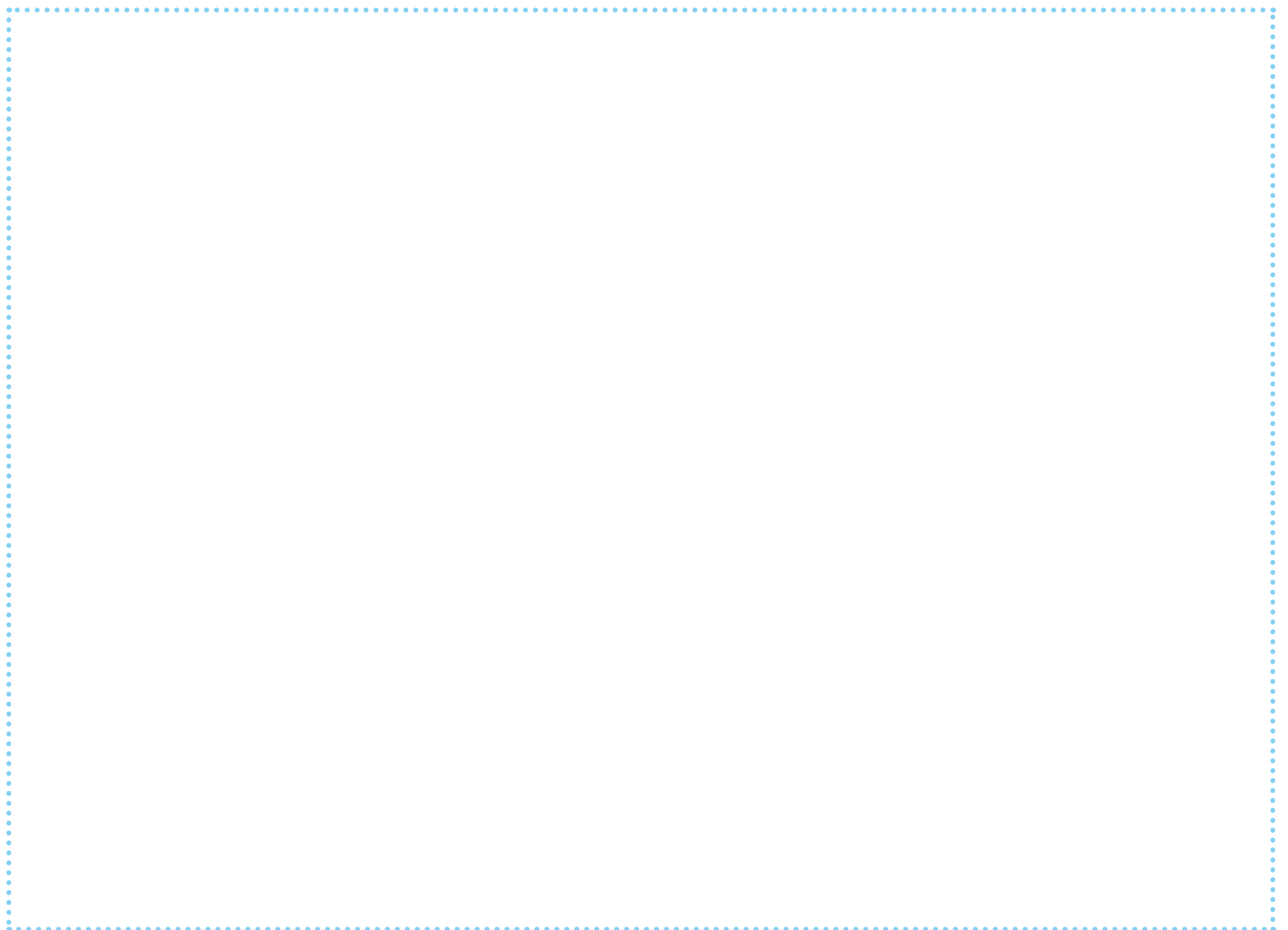


Watch the video that explains how empathy can change the world

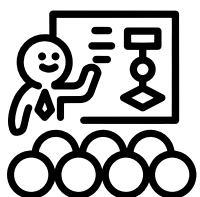
<https://www.youtube.com/watch?v=aU3QfyqvHk8>

### Gratitude diary

This week think of something that you love the smell of. Draw a picture of this thing that you are grateful for.

A large rectangular area enclosed by a light blue dotted line, intended for a child to draw a picture of something they are grateful for.

### Mindfulness exercise 6



## WEEK 7

# IMPULSE CONTROL

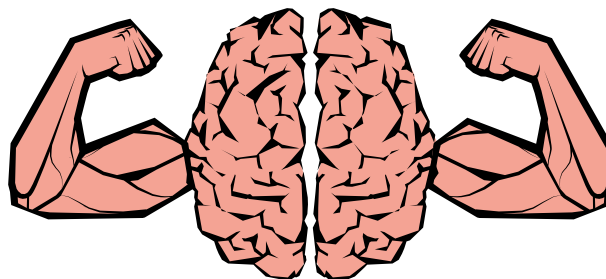


Everyone can, at times, act without thinking or blurt out something before you can stop yourself. This is very normal, especially for kids. As you get older it is important to be able to control these impulses and to develop 'self-control' so you can be the boss of your own behaviour.



Science tells us that kids who are better at controlling their emotions and impulses find it easier to reach their goals in life.

The good news is that it is possible to practice self-control. The mind is like a muscle and the more you work the self-control part of your mind, for example when you stop doing something that you want to do, the stronger it gets.



There is a catch though - You can't get better at self-control by just giving something up or stopping doing something when you are told to – you have to want to! So turning off the TV late at night when you've been told 'that's enough screen time' doesn't count (sorry!). Start small like by setting yourself a time limit and then having the self-control to stick to it. This can be tricky even for adult minds.

For example if you know that you have been spending more and more time on a screen you can practice self-control by deciding by yourself to do something else instead.



## WEEK 7 IMPULSE CONTROL



Complete the following exercise and when self-control gets tough you can read it again to give you a boost.

### **Tell yourself the following:**

"Yes this is tough! Things that are tough are usually worth doing. I can do hard things. Here are some hard things I have done in the past

Write down three examples of a hard thing that you had to do (for example – joining a new club by yourself, sharing your favourite treat..)

1. ....

2. ....

3. ....

### **When self-control goes wrong**

Everyone gets angry at times. It is natural to have things that we like that make feel happy and it is natural to have things that we don't like that makes us feel angry. There is no such thing as a bad emotion. It is important to understand the difference between feeling angry and acting aggressively.

### **Can you list some other aggressive behaviours?**

1. *Shouting*

2. ....

3. ....

4. ....

## WEEK 7 IMPULSE CONTROL



Here are some things to try if you find yourself being aggressive

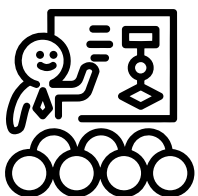
- 1) Practice being assertive. To calmly explain what has made you feel angry and why.
- 2) Remind yourself of times when you have managed to handle your anger well and resolved a problem.
- 3) Try exercise, mindfulness or some other way of reducing the tension you feel

### Gratitude diary

This week think of your favourite food. It can be a meal or a treat but has to be something that you are always grateful to have. Draw a picture of this food that you are grateful for.

A large rectangular area defined by a dotted pink border, intended for a child to draw a picture of their favourite food.

### Mindfulness exercise 7



## WEEK 8

# SOCIAL RESPONSIBILITY



You have already talked and thought about personal responsibility in week 4 but what is social responsibility?

Social responsibility is the idea that things that you do can affect other people and other living things. We can think of many examples of when even very small actions can have a very big effect.

Finish the below examples to show how bad effects can occur.

Action	Effect
Using matches to light a small fire in some grass on a windy summers day.	
Saying a nasty thing to a classmate online.	
Dropping rubbish at the beach.	



### Positive digital footprint

You may have heard of your carbon footprint (being kind to the environment and not being wasteful) but have you heard of your digital footprint? If you have ever posted a picture online, commented on something on social media or liked a friend's photo then you have a digital footprint. Our modern lives have changed to mean that the way you behave online as a child today can effect your future because of the simple rule.

Your digital footprint lasts forever!

It is very important to **THINK** before you post something online

**T** – Is it True?

**H** – Is it Helpful?

**I** – Is it inspiring?

**N** – Is it Necessary?

**K** – Is it Kind?

It is very important to know that even though your digital footprint is a very real thing if you do or say something online that you regret it is important to tell an adult. Remember that there is nothing so bad that cannot be sorted. Don't keep the worries to yourself.

### Class discussion

Some kids are more likely to bully someone online than they are face to face. Can you think why this might be?

### Can kids change the world by being socially responsible?

15 year old Greta Thunberg started to strike from school every Friday to protest, by herself at her national parliament in Sweden in August 2018. She did this to raise awareness on climate change. One year later she had inspired action across the world as people took to the streets to protest. It is estimated that there were 6000 events and that 4 million people took part!



Photo by Adam Johansson

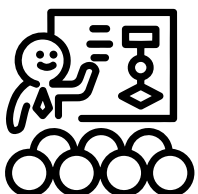
The lonely figure of Greta sitting outside her parliament to protest in 2018.



Photo from vox.com

Just one picture from one city of the 'climate strikes' in September 2019

### Class discussion



As a class you may wish to research Malala Yousafzai. Malala was a teenager in Pakistan who was speaking out against the Taliban who were demanding that girls were not allowed to attend school.

## WEEK 8

# SOCIAL RESPONSIBILITY



### The small stuff matters

Relax! You don't have to change the world (not straight away anyway 😊)

You can show social responsibility every day

Below are some examples of ways to give something back to the community you live in.

- 1) Raise some money for a charity
- 2) Donate presents at Christmas to poorer families
- 3) Organise a litter pick-up session at a local green place.

Can you think of some more?

1. ....

2. ....

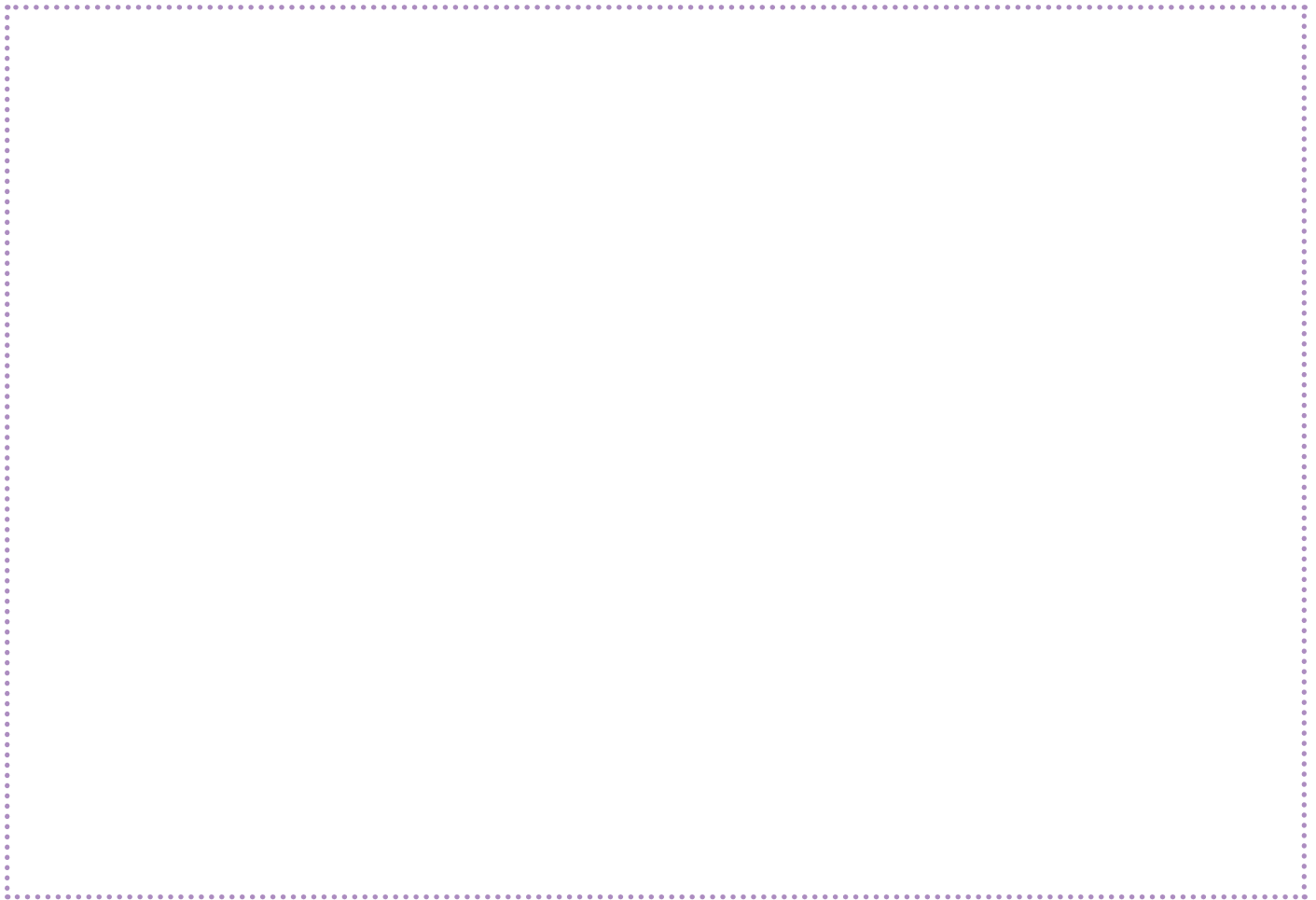
3. ....

4. ....



### Gratitude diary

This week think of your favourite song. Think about a song that makes you feel good and that you are grateful that exists in the world. Draw a picture that reminds you of that song.

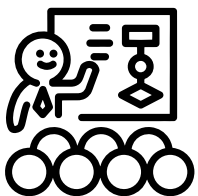
A large rectangular area defined by a dotted purple border, intended for a child to draw a picture related to their favorite song.

### Think u know

Your teacher has a link to the website **thinkuknow.co.uk**.

Have someone play along to the online game that teaches us about online safety

### Mindfulness exercise 8





Relationships come in all shapes in sizes. You have a relationship with the adults in your home life, your teachers and perhaps even a pet. Friendships are a particular type of relationship.

Having friends is important. They can help you if you are feeling sad and you can share fun times with them.

Here are some things that will make you a good friend:

- 1) Share ideas
- 2) Spending time together
- 3) Interested in my friends thoughts and feelings
- 4) Be encouraging

### **Falling out – Give and Take.**

Most friends have disagreements from time to time. The test of a good friendship is being able to sort out your differences with respect and kindness and by understanding the other persons point of view. Sorting out a fall-out should not mean that you always are the one that has to make the compromise or the one that always gets their way. Friendship is about 'give and take'.





## Class discussion: Know your values

Your core values show what is important to you as a person. They highlight what you stand for. You use them every day to guide your behaviours and actions. We all develop our values as we grow.

- 1) You've already accepted a birthday party invitation but a really popular boy in the class asks you to go to their party which is on the same day. What would you do? Why would you do it?
- 2) You see a classmate crying. They aren't someone you normally hang around with. What would you do? Why would you do it?

It is useful to take some time to think about what values are most important to you.

Have a read at the list below and circle 5 that are important to you. Remember, don't be tempted to pick a value that sounds good. Be honest with yourself.

Assertiveness	Honesty	Sharing
Fairness	Charity	Empathy
Fun	Common sense	Courage
Generosity	Gratitude	Creativity
Respect	Hard Work	Kindness
Responsibility	Hope	Joy
Strength	Teamwork	Energy
Love	Positivity	Toughness
Enthusiasm	Patience	Welcoming

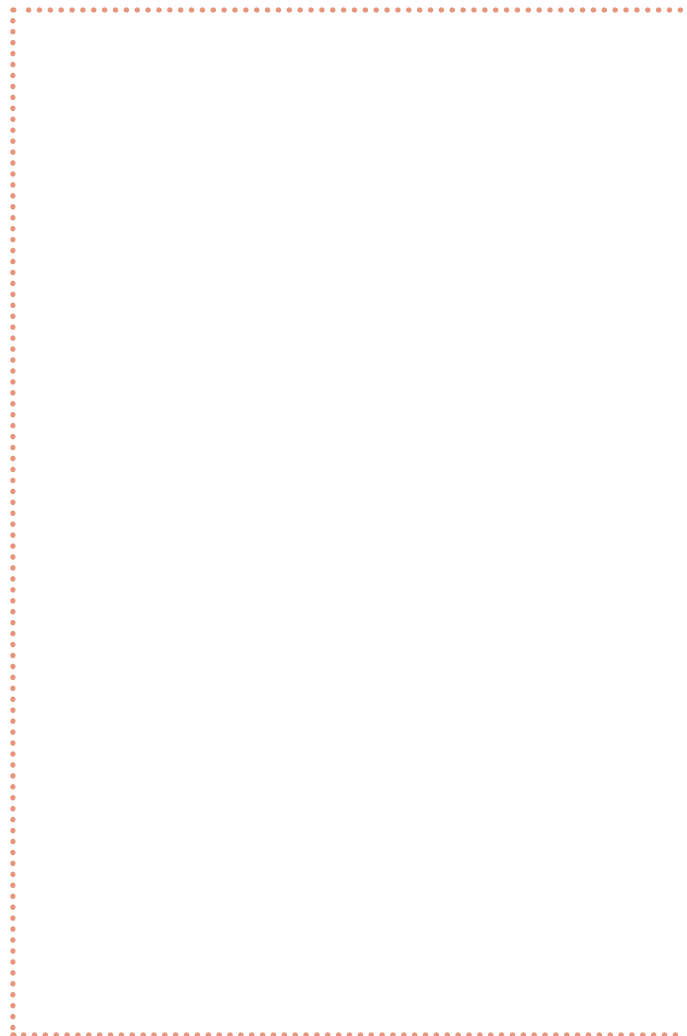


Often when you feel uncomfortable with the behaviour of someone else or you are being asked to do something that you do not want to do it is because your values are being challenged. Children and adults who are better at understanding what their values are will be more self-confident and assertive when faced with a difficult decision.

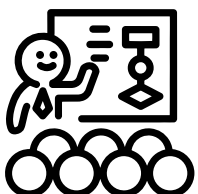
## Gratitude diary

This week draw a picture of a friend you are grateful for.

Around the picture write down what it is that you are grateful for about that friend. If you want to, show your picture to your friend to let them know you are grateful for them.



## Mindfulness exercise 9



## WEEK 10 SELF-COMPASSION



Compassion is a big word. But it simply means being kind, wise and caring. Sometimes it's easier to be compassionate towards others than to yourself. But in this session we are going to learn about the importance of being self-compassionate.

Every emotion is important even the ones that make us feel upset.

Human beings have a whole range of emotions that all have a purpose even the ones we don't like. Emotions are neither good nor bad- they are all normal and all important.

No feelings are bad even feeling sad, mad or jealous. Although we may not like these feelings and even feel ashamed of them - it is important not to bottle these feelings up, but instead to talk to somebody about them.

This is like what happens to our bodies when we bottle up feelings-



Now you know that all feelings are normal and everybody has them- let's practise self compassion.

### What is self-compassion

Self-compassion is remembering to be kind to yourself even when you think you don't deserve it.

Let's practise self-compassion

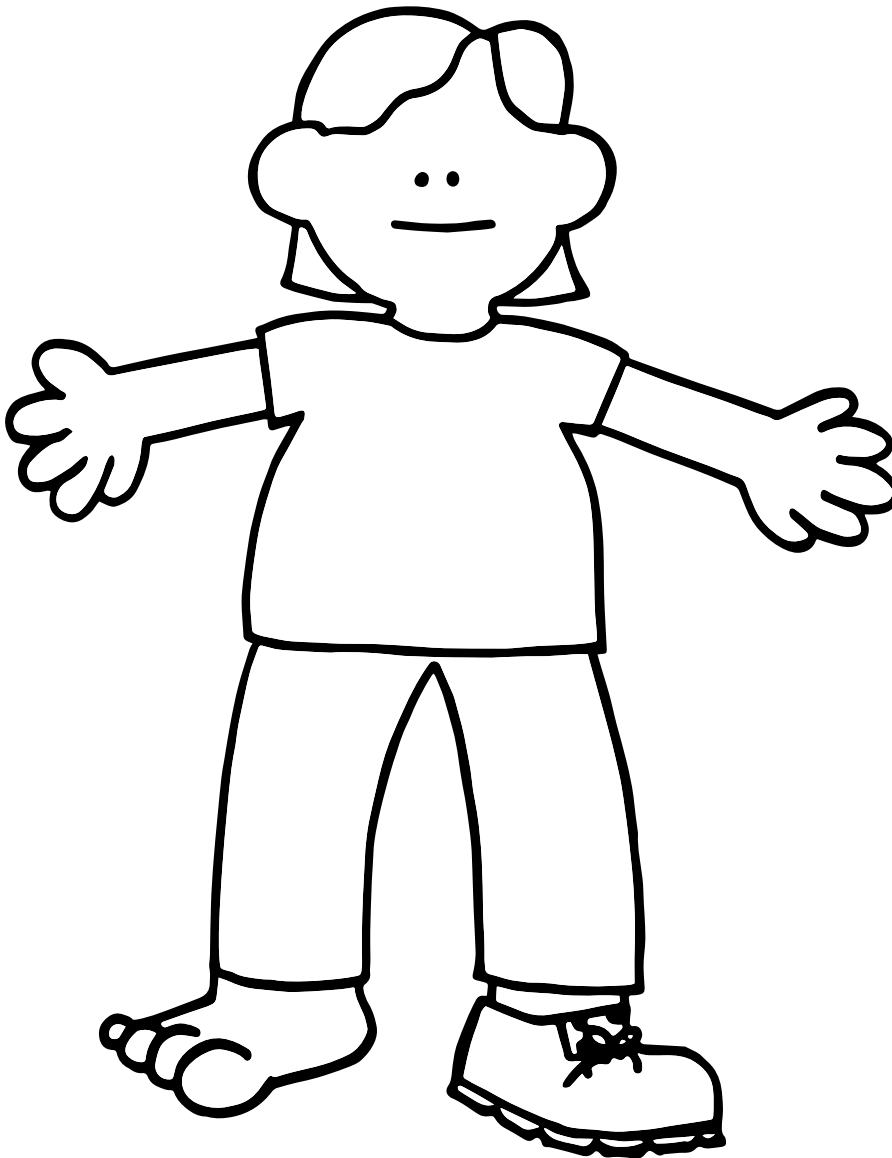
- Think of a time that you felt upset at yourself
- Can you remember how you felt inside your body



## WEEK 10 SELF-COMPASSION



- Draw your body and use colours to show where the feelings are in your body and to show what type of feelings they are ( eg red for angry, blue for sad etc- your colours might be different but as long as you know what they mean that is ok)



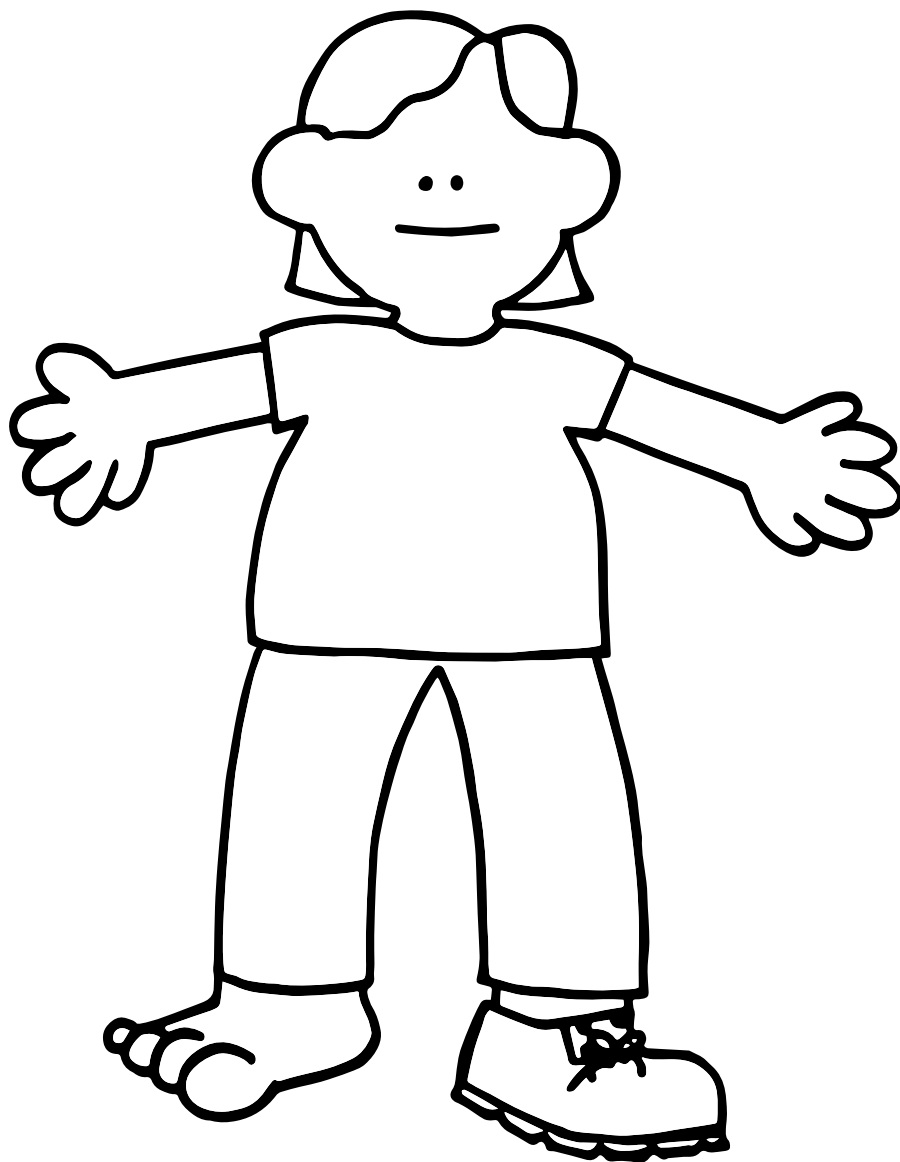
ANXIOUS	<input type="checkbox"/>
HAPPY	<input type="checkbox"/>
ANGRY	<input type="checkbox"/>
SAD	<input type="checkbox"/>
LOVE	<input type="checkbox"/>
GUILTY	<input type="checkbox"/>
JEALOUS	<input type="checkbox"/>
FRIGHTENED	<input type="checkbox"/>

- Close your eyes and imagine you have a friend that accepts you no matter what you have done or said or feel.
- What would this strong, wise and kind friend say to you to help you with your upset feeling.
- How would they speak to you- with an angry voice or a sad voice or a caring voice- imagine how that feels.

## WEEK 10 SELF-COMPASSION



- How do you feel after listening to this kind and wise friend.
- What are the feelings like in your body now? Can you draw a new body picture with colours for your feelings today?



ANXIOUS

☐

HAPPY

☐

ANGRY

☐

SAD

☐

LOVE

☐

GUILTY

☐

JEALOUS

☐

FRIGHTENED

☐

That's what self-compassion is. It simple- just remember to be your own wise and kind friend when you feel upset with yourself.

## WEEK 10 SELF-COMPASSION



### Gratitude diary

This week think of something that you love about yourself. Draw a picture of this thing that you are grateful for.

A large, empty rectangular box with a dotted green border, intended for a child to draw a picture of something they are grateful for.

### Mindfulness exercise 10

