

# Emotional Intelligence 2.0

by Travis Bradberry, Jean Greaves

A printable to-do list of the most effective habits from this book. Check one off each day you do it.

MON TUE WED THU FRI SAT SUN

<sup>01</sup> **Label the cue before the feeling**

Once today, notice the physical signal first: tight chest, fast speech, clenched jaw, heat, withdrawal. Write the cue and the likely emotion before you respond.

MON TUE WED THU FRI SAT SUN

<sup>02</sup> **Use a six-second response delay**

When a message or comment activates you, wait six seconds before answering. Use the pause to ask what outcome you want your next sentence to serve.

MON TUE WED THU FRI SAT SUN

<sup>03</sup> **Run a room-read check**

In one meeting or conversation, note three nonverbal signals before speaking: pace, posture, silence, eye contact, or energy shift. Let those signals inform your tone.

MON TUE WED THU FRI SAT SUN

<sup>04</sup> **Ask one clarifying question first**

Before defending, explaining, or correcting, ask: 'What part matters most to you?' or 'What am I missing?' Make curiosity the first visible behavior.

MON TUE WED THU FRI SAT SUN

<sup>05</sup> **Make one quick repair**

If you were sharp, dismissive, or evasive, repair within the day: name the behavior, acknowledge the impact, and restate the conversation you want to have.

MON TUE WED THU FRI SAT SUN

<sup>06</sup> **Track one recurring trigger**

For a week, record one emotional pattern each time it appears: trigger, feeling, story, behavior, result. Patterns become easier to change once they become visible.