

# Emotional Intelligence

by Daniel Goleman

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> **Name the emotion before the explanation**

Once today, pause before explaining your reaction. Write or say the simple label first: anger, fear, embarrassment, grief, envy, relief, or tenderness.

MON TUE WED THU FRI SAT SUN

<sup>02</sup> **Run a six-second hijack check**

When you feel heat rising, wait six seconds before sending, replying, or correcting. Ask: is my alarm system trying to protect me from a real threat or a social bruise?

MON TUE WED THU FRI SAT SUN

<sup>03</sup> **Ask for the emotional fact**

In one conversation, ask: 'What part of this feels hardest right now?' Listen for the emotional reality under the stated issue before solving anything.

MON TUE WED THU FRI SAT SUN

<sup>04</sup> **Choose a value-led next sentence**

Before a tense reply, pick the value you want visible: honesty, kindness, courage, patience, respect, or repair. Make the next sentence prove it.

MON TUE WED THU FRI SAT SUN

<sup>05</sup> **Repair one small rupture**

If you were short, defensive, avoidant, or dismissive, make a brief repair today: name what happened, acknowledge impact, and restart with a cleaner intention.

MON TUE WED THU FRI SAT SUN

<sup>06</sup> **Track a recurring emotional pattern**

For one week, record the same trigger whenever it appears: situation, body cue, feeling, story, behavior, result. Patterns become workable once they become visible.