

# Emotional Intelligence 101: Values and Goal Setting

YouthZone Life Skills



## Instructions

Please copy and paste the following questions into an email and send your responses.

## Questions

What are the benefits of cultivating emotional intelligence?

## Values

Think of the time when you were happiest.

- What were you doing?
- Who were you with?
- What factors contributed to your happiness.
- Now think of a time when you were very proud.

- What were you proud of?
- Did others share your feeling of pride? Who?
- What factors contributed to your pride?

Now, taking all of that into consideration, look over the list of common values in the **Values** section.

- Define three (or more) words you don't know.
- Choose ten that speak to you.
- Write a paragraph per value explaining why it is important to you.
- Now, determine which of your values are the most important to you. Do this by taking the first two values on your list and ask yourself, "if I had to do without one, which would it be?" then take the one you chose to keep and compare it to the next value on the list. Do this until you have compared them all and determine which three are the top three.
- Make a small poster listing off your values and put it in a place where you will see it every day. Take a picture and email it in with the other questions.

### Goal Setting

- Follow steps one through six.
- Write a paragraph about how your goal aligns with your values
- How are you going to be accountable?
- Are there any steps to your goal that will be difficult?
- Any steps that will be very easy?

## Emotional Intelligence

Emotional intelligence is one of the most important skills someone can learn. Research suggests that when we see ourselves clearly, we are more confident and more creative. We make sounder decisions, build stronger relationships and communicate more effectively. We're less likely to lie, cheat and steal. We are better workers who get more promotions. And we're more effective leaders with more satisfied employees and more profitable companies.

It may seem like a silly skill to work on self-awareness since you have known yourself for your whole life. However, even though most people *believe* they are self-aware, in studies only 10-15% of people actually fit the criteria.

By working on your emotional intelligence, you could be aware not only of your own emotions (and therefore what drives them), but also of the emotions of the people around you.

# Values

One of the key building blocks of self-awareness is a clear understanding of your values. People who are self-aware know their values and periodically reevaluate them to ensure that they are living their life with intention. Values are what you believe in; things like friendship, sustainability, or trust.

Your values may change over time. For instance, you may value strength right now but may find that later in life you value grace. Some values such as family may remain constant throughout your life. Making yourself aware of the hierarchy of your values will make it easier to prioritize and make healthy decisions for your life.

Answer the questions provided at the beginning of this document under “Values.”

Accountability  
Accuracy  
Achievement  
Adventurousness  
Altruism  
Ambition  
Assertiveness  
Balance  
Being the best  
Belonging  
Boldness  
Calmness  
Carefulness  
Challenge  
Cheerfulness  
Clear-mindedness  
Commitment  
Community  
Compassion  
Competitiveness  
Consistency  
Contentment  
Continuous Improvement  
Contribution  
Control  
Cooperation  
Correctness  
Courtesy  
Creativity  
Curiosity  
Decisiveness  
Democraticness  
Dependability  
Determination  
Devoutness  
Diligence  
Discipline  
Discretion  
Diversity  
Dynamism  
Economy  
Effectiveness  
Efficiency  
Elegance  
Empathy  
Enjoyment  
Enthusiasm  
Equality

Excellence  
Excitement  
Expertise  
Exploration  
Expressiveness  
Fairness  
Faith  
Family-orientedness  
Fidelity  
Fitness  
Fluency  
Focus  
Freedom  
Fun  
Generosity  
Goodness  
Grace  
Growth  
Happiness  
Hard Work  
Health  
Helping Society  
Holiness  
Honesty  
Honor  
Humility  
Independence  
Ingenuity  
Inner Harmony  
Inquisitiveness  
Insightfulness  
Intelligence  
Intellectual Status  
Intuition  
Joy  
Justice  
Leadership  
Legacy  
Love  
Loyalty  
Making a difference  
Mastery  
Merit  
Obedience  
Openness  
Order  
Originality  
Patriotism

Perfection  
Piety  
Positivity  
Practicality  
Preparedness  
Professionalism  
Prudence  
Quality-orientation  
Reliability  
Resourcefulness  
Restraint  
Results-oriented  
Rigor  
Security  
Self-actualization  
Self-control  
Selflessness  
Self-reliance  
Sensitivity  
Serenity  
Service  
Shrewdness  
Simplicity  
Soundness  
Speed  
Spontaneity  
Stability  
Strategic  
Strength  
Structure  
Success  
Support  
Teamwork  
Temperance  
Thankfulness  
Thoroughness  
Thoughtfulness  
Timeliness  
Tolerance  
Traditionalism  
Trustworthiness  
Truth-seeking  
Understanding  
Uniqueness  
Unity  
Usefulness  
Vision  
Vitality

Throughout your life, periodically check in with yourself and see if your values still hold. Ask yourself how you're living your life in service of the values you hold dear. If you value relationships, are you making enough time to be present in them? If you value equality, how are you implementing that in your daily life?

## Self-Awareness

The concept of self-awareness is based on the idea that you are not your thoughts, but the entity observing your thoughts. You are the thinker, separate and apart from your thoughts.

We can go about our day without giving our inner self any extra thought, merely thinking and feeling and acting as we will. However, we also can focus our attention on that inner self through “self-evaluation.”

When we engage in self-evaluation, we can give some thought to whether we are thinking and feeling and acting in a way that aligns with our values. We do this constantly, using values as a way to judge our thoughts and behaviors. When you can become aware of what values you are using to judge yourself you will be more in control of your life.

When you compare how you are behaving to how you would like to behave, two things can happen.

- We “pass,” or find that what we do aligns with our values.
- We “fail” or find that we may not really like how we are behaving.

When you people fail, they tend to either address it head on or avoid it. Often, this decision is made without awareness. Being aware that you are in charge of your thoughts will allow you to observe yourself when you are perhaps avoiding living by your values.

There are a couple of different factors that influence how we choose to respond. Basically, it comes down to how we think it will turn out. If we believe there's little chance of actually changing our behavior to fit our values, we ignore the problem which will eventually grow bigger and bigger. If we believe it's likely that we can improve our behavior to go along with our values, we will try to change it quickly.

Our actions will also depend on how much time and effort we believe that realignment will take. The slower progress will be, the less likely we are to take on the realignment efforts – especially if the difference between our values and our actions is significant. If you think that it will be hard, you will be reluctant do it.

If you are self-aware, you will be able to identify when you are straying from your values and you will be able to correct before the difference between values and action get too large and daunting. It's clear from the research on self-awareness that it is an important factor at play in

how we think, how we feel, how we act, and how we react to our thoughts, feelings, and actions.

## Goal setting

According to the American Counseling Association, research has shown that reaching goals affects motivation, self-efficacy and learning. Goal-setting is essential to improve emotional intelligence skills. Goals make it easier for people to self-evaluate and understand the progress they have made. Establish clear goals to focus your attention on positive behaviors that must be performed to meet these goals.

When setting a goal, try to set a goal that is neither too easy or too difficult. If it is too easy, you will not feel a sense of accomplishment and will be less likely to set goals in the future. Setting a goal that is too difficult for you now has the effect of being discouraging. In life, always be looking for ways to set yourself up for success.

### Set a Goal

- Identify the goal and write it down. Create a goal that you have control over. For example, you can't control whether you become the fastest runner in the whole school, but you can work on shaving 30 seconds off your mile run. Think big. What would bring you pride and a sense of accomplishment and also align with your values?
- List the tasks needed to obtain the goal. Think about each step that will get you closer to your goal. If your goal is to buy a car because you value independence, you'll need a job. And in order to get a job, you'll need to research the jobs you are suited for and fill out job applications.
- Start working on the tasks. Identify when you will get started on your goal. Write it down on your calendar. Decide how often you'll do it. For example, you may say, "I'll start going to the gym next Monday, and I'll work out for 30 minutes three days per week." Get specific and hold yourself accountable. Again, set achievable goals. Three days a week allows for you to be human; seven may just set you up to fail.
- Add to the tasks as needed. Even the best-formed plan can meet the unexpected. You may think that you thought of everything, but be prepared to make changes and add to your list of tasks if something new comes up.
- Check off the tasks as they are completed. Few things are more satisfying than looking back at a list of things you have to do and notice the progress you've already made.
- When all of the tasks are complete, determine if the goal has been met. If so, create your next goal. If not, revise the goal.