***Being Proactive, Emotional Intelligence & Empathy***

**Being Proactive**

**HABIT 1:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

* Taking \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for your life.
	1. DON’T \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ everything on your genetics, circumstances, conditions, or conditioning for your behavior.
	2. You have the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ your response and behavior.
	3. Focus time and energy on things you can control.

**HABIT 2:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

* Use your \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_! What does this mean?
	1. Envision with your mind…
* All things are created twice:
	1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (first creation)
	2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (second creation)
	3. Connect with what makes you unique by defining your values and what makes you happy.
	4. Otherwise you may give other power to shape your circumstances without even knowing it.
	5. Create your own \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
	6. This makes you the leader of your own life.
1. **HABIT 3:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* Focus on your \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ priorities.
* “You are \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, you are the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.”
* Ask yourself: “What is my purpose, values, roles, and priorities?”
	1. What do you personally find of most worth?

Then, manage your time and event according to those personal priorities.

**HABIT 4:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

* Be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, seek finding new solutions to old problems.
* People bring all their \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and expertise to the table.
* Process of gaining new insight.
* Differences are \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, not weaknesses.

**HABIT 5:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**PHYSICAL:** beneficial eating, exercising, and resting.

**SOCIAL/ EMOTIONAL:** Making social and meaningful connections with others.

**MENTAL:** Learning, reading, writing, and teaching.

**SPIRITUAL:** Spending time in nature, expanding spiritual self through meditation, music, art, prayer, or service.

**Emotional Intelligence**

* Self- Awareness is…**­­­**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* An ability to notice our true feelings leaves us at their mercy. People with greater \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_about their feelings are better pilots of their lives, having a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_…about personal decisions from whom to marry to what job to take.

 - Daniel Goleman

* Our ability to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ what we are feeling when we are feeling it.

 - Daniel Goleman

* The ability to properly \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, to manage them by self- soothing or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to a certain degree, and then to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ appropriately to the feelings of others.

**Empathy**

*Empathy* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

*Sympathy* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**4 Qualities of Empathy**

**= “**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_”

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.