

Command Your Calm



What is Self-Management?

It’s the ability to control your emotions, actions, and thoughts so you can stay focused, make good decisions, and reach your goals.

Self-Management
High School



Rate yourself in these four domains of emotional intelligence (1-10):

1 = Developing

10= Strong

Emotional Intelligence Domains	Rating
Self-awareness: I accurately identify my emotions as they happen	
Self-regulation: I appropriately manage my emotional responses	
Social awareness: I recognize emotions in others and understand social dynamics	
Relationship management: I navigate relationships effectively, even during conflicts	

Based on this quick assessment, my current Emotional Intelligence strengths are:

Areas I'd like to develop further:

Emotional Awareness & Analysis

☐ Expand your emotional vocabulary beyond basic terms like "good," "bad," "fine," or "okay".
Circle those that apply to you:

Instead of "**sad**," I might be:


Disappointed | Discouraged | Melancholy | Heartbroken | Hopeless | Regretful | Lonely

Instead of "**anxious**," I might be:

Nervous | Worried | Tense | Overwhelmed | Apprehensive | Uneasy | Panicked

Instead of "**happy**," I might be:

Joyful | Excited | Grateful | Optimistic | Proud | Satisfied

 Analyze patterns in your emotional responses by examining a recent emotional reaction:

Situation:

Emotion:

Physical Sensation:

Thought Patterns:

Behavioral response:



Cognitive reappraisal involves changing how you think about a situation to alter its emotional impact. Practice reframing these challenging scenarios:

Scenario 1

You receive a lower grade than expected on an important paper.

Unhelpful Thinking:

Reappraisal:

Scenario 2

A close friend doesn't respond to your messages for 24 hours.

Unhelpful Thinking:

Reappraisal:

Scenario 3

You aren't selected for a position/team/opportunity you really wanted.

Unhelpful Thinking:

Reappraisal:



Different emotions call for different regulation approaches. Identify specific strategies for each emotion:

Emotions	Short-term Strategy	Long-term Development
Anger/Frustration		
Anxiety/Stress		
Disappointment		
Overwhelm		
Social discomfort		



Mindfulness involves observing your thoughts and feelings without judgment. Try this exercise:

For 3 minutes

Focus on your breathing. When thoughts or feelings arise (and they will), simply notice them without judgment and return your attention to your breath.

After doing this exercise, write down the thoughts that arose:

Feelings that arose:

What you noticed about your attention:

How this exercise might be useful in daily life:

Social Intelligence & Communication



Assertive communication expresses your needs while respecting others. Rewrite these statements assertively:

Passive: "It's fine if you want to change our plans again, I guess."

Assertive: _____

Passive: "You never listen to my ideas in group projects!"

Assertive: _____

Passive: "No worries, I'll just stay up all night doing the work myself."

Assertive: _____



Social Media and Digital Well-being

Digital environments strongly impact emotional states and self-regulation. Assess your digital habits:

How social media typically affects my mood:

Apps/accounts that generally improve my wellbeing:

Apps/accounts that sometimes negatively impact me:

One boundary I could set for healthier digital use:

Integration & Personal Development Plan



Based on this self-assessment worksheet, please identify:

My top 3 self-management strengths:

- 1. _____
- 2. _____
- 3. _____

One specific self-management skill I want to develop:

Why this particular skill matters to me:

30-day Development Plan

Create a specific, actionable plan to strengthen your chosen self-management skill:

Daily practice (5-10 minutes):

Weekly reflection process:

How I'll track progress:

How I'll handle setbacks:

How I'll celebrate improvement:
