

EI WORKPLACE TRIGGERS CHECKLIST

STEP 1: IDENTIFY YOUR TRIGGERS

CHECK ANY WORKPLACE STRESS TRIGGERS THAT APPLY TO YOU:

Work-Related Triggers

- Tight deadlines causing pressure and anxiety
- Unclear communication leading to frustration
- Workplace conflicts with colleagues or supervisors
- High workload or unrealistic expectations
- Lack of control over tasks or decision-making

Environmental Triggers

- Noisy office distractions
- Uncomfortable or poorly designed workspace
- Lack of privacy or feeling micromanaged
- Frequent interruptions disrupting focus
- Remote work isolation or lack of connection

Social Triggers

- Passive-aggressive behaviour from colleagues
- Lack of recognition or appreciation for efforts
- Unclear expectations from leadership
- Office gossip or workplace politics
- Feeling excluded from team dynamics

Internal Triggers

- Perfectionism leading to stress and self-criticism
- Fear of failure preventing action or decision-making
- Negative self-talk affecting confidence
- Personal insecurities triggered by feedback
- Difficulty managing emotions under pressure

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STEP 2: RECOGNIZE YOUR REACTIONS

- Increased heart rate, tension, or restlessness
- Feeling overwhelmed, anxious, or frustrated
- Avoiding tasks or people due to stress
- Reduced focus, motivation, or productivity
- Reacting emotionally before processing the situation

STEP 3: DEVELOP AN EMOTIONAL INTELLIGENCE ACTION PLAN

- Self-Awareness:** Keep a journal to track workplace stressors | [RESOURCE HERE](#)
- Emotional Regulation:** Use mindfulness or deep breathing exercises | [RESOURCE HERE](#)
- Social Awareness:** Observe team dynamics and seek feedback | [RESOURCE HERE](#)
- Self-Management:** Set boundaries and plan ahead for challenges | [RESOURCE HERE](#)
- Professional Support:** Seek coaching, mentorship, or workplace resources | [RESOURCE HERE](#)

NEXT STEPS

Want to deepen your emotional intelligence and stress management strategies? Explore Linda Marshall's book, [***The Mindful Journal: Cultivating Emotional Intelligence through Reflective Writing***](#) or [***The Power of Emotion, A Practical Guide to Making The Most Of Your Emotional Intelligence***](#) to build self-awareness and resilience in your professional life.