

---

Happy & Engaged



Emotional literacy



---

Happy & Engaged – Creating healthy, happy and productive workplaces

Michael Auden

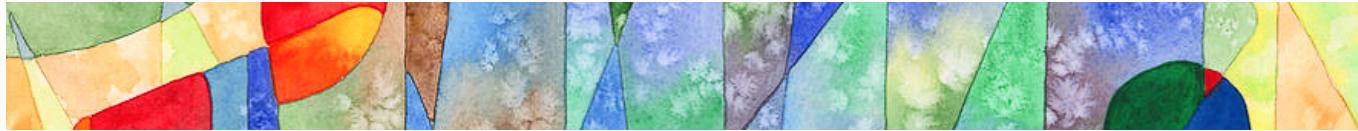
[www.MichaelAuden.com.au](http://www.MichaelAuden.com.au)

[Michael@michaelauden.com.au](mailto:Michael@michaelauden.com.au)

1 Wedge Court

Glen Waverley Victoria 3150





## Emotional Literacy

Emotional literacy is the ability to recognize, understand and appropriately express our emotions. Just as verbal literacy is the basic building-block for reading and writing, emotional literacy is the basis for perceiving and communicating emotions. Becoming emotionally literate is learning the alphabet, grammar and vocabulary of our emotional lives.

Emotions are an integral part of human nature. Through emotions we respond to life in many different ways -- with anger, happiness, fear, love and loneliness. Emotions influence our thoughts and actions; they inspire our needs; they affect our bodies and impact on our relationships.

Many of the problems in modern society are due, at least in part, to people being unable to understand and appropriately express emotion. Emotional Literacy is a preventive tool, which properly understood, can help solve many social ills -- violence, illness, drug

---

abuse, dysfunctional relationships, and global societal conflicts.

On the other hand, people who deal with emotions in a positive way find tremendous benefit. Emotional Literacy can contribute to health, to positive relationships, to success, and to quality of life.

Emotional Literacy is universally relevant. It can benefit every individual, every organization, and every profession. It has the capacity to transform each person and their relationships.

Emotional Literacy is a key to living a full rich life. It is basic to joy and enthusiasm for living and fundamental to you ability to love and be loved.

Emotional Literacy is a profound and beautiful language available to everyone. It can be implemented rapidly, safely, and with lasting effect. Learning how to become emotionally literate is one of the best investments that human beings can make for themselves, their children, and the future.



## How Emotional Literacy journaling works

*"The positive thing about writing is that you connect with yourself in the deepest way, and that's heaven. You get a chance to know who you are, to know what you think. You begin to have a relationship with your mind."*

*Natalie Goldberg*

When we understand how journaling works, we are better able to use it skillfully to meet our needs. Here are some insights as to why many well-known circuit speakers and authors consider journaling to be 'the best hidden secret to success.'

Slow your mind down so you can see how you think. Journaling quickly captures our flighty thoughts and feelings on paper. Unless we write them down, thoughts too easily disappear. (We think about 60,000 thoughts per day. How many are you aware of?) Once we can see what we're thinking, we can learn how we think. And then we can use different journaling exercises to learn to think in different ways.

---

Our minds work at about 1000 words per minute. When we write, the mind slows down to about 100 words a minute. This allows thoughts to be recorded more deeply. Also the slowing of our mind creates space for deeper and higher thoughts to emerge. A new level of awareness awakens. And this supports a more focused, creative thinking process.

Quadruple your learning by stimulating the senses. Want to quadruple your memory? Write down what you're learning so you activate more of your senses. If we only hear information, within a day or two we typically recall 10% to 20% of what we heard. If we write it down, we can double our recall from 20% to 40% because we can now see it. Writing is also kinesthetic so we absorb more through motion. And some of us sub-vocalize what we write, so we hear the information again. Then if we review what we've written, we can double our memory again from 40% to 80% because we anchor the material from different perspectives at another time. Remember the three key steps to learning: recall, write, review.

Work with thoughts on paper. Journaling draws information out of our heads and onto paper. When we can visually see the information, we can do more with it. We can group it, synthesize it, add to it and change it. As we work with the information on paper, we bring it back into our minds – this is how most of us learn. Most creative people

---

doodle and make lots of notes and lists.

Create a bigger picture. Ever tried to burn just one log or twig? It doesn't work very well. But pile up many logs or twigs and you'll get a roaring blaze. Synergy happens. The whole becomes greater than the sum of the parts. The spaces between twigs are as important as the twigs themselves. The same principle applies to our thoughts. If we have one fact on a piece of paper, it's hard to draw many conclusions about it. But if we write down a few more facts, we can start to see relationships, trends and movement. We are able to see and sense between the written words. The more we review the information, the more new dimensions can be seen. Individual events can be interconnected and we can draw on our intuition to bring more meaning to the material. The information comes alive. As we develop higher and more impersonal connections and relationships among thoughts and concepts and feelings, we create and raise our consciousness.



## EXERCISES #1

Here are some sentence stubs for you to finish.

Getting started:

- \* I am not willing to ...
- \* When I grow up I want to...
- \* My favourite ...
- \* I am responsible for ...

**Go deeper:**

- \* I get angry when ...



- 
- \* I hold myself back ...
  - \* I am most afraid of ...
  - \* I don't trust ...

**Reach higher:**

- \* If I didn't have to work for a living, ...
- \* If I were honest with myself, ...
- \* I am most grateful for ...
- \* I love..



## EXERCISES #2

Make a list of 25 items on at least one of the following topics:

Getting started:

- \* Ways you can have more fun in your life
- \* Things you like about yourself
- \* Choices you will have to make over the next month

**Go deeper:**

What irritates you

- Things you dislike about yourself

- 
- Your personal fears

**Reach higher:**

- Values you stand for or aspire to live
- Things you love to do
- What gives you meaning



## EXERCISES #3

Getting started:

- \* What five things have you been procrastinating?
- \* What are the hidden agendas of your boss or partner?
- \* How can you enhance your inter-personal skills?

**Go deeper:**

- When do you feel victimized?
- What excuses keep you stuck?
- Where do you need to clarify your stand or position?

---

**Reach higher:**

- What is on your conscience lately?
- How can you increase your overall sense of abundance?
- If you had all the resources you needed for the rest of your life, what would you do to help other



## EXERCISES #4

Getting started:

Write an unsent release letter to a peer or friend for whom you still hold strong feelings.

**Go deeper:**

Write an unsent release letter to a parent or relative for whom you still hold strong feelings. (They can be dead or alive.)

Reverse the technique and write a letter to yourself from someone else. If you want, mail it to yourself.

**Reach higher:**

- Write an unsent release letter to God or the highest aspect of yourself.

- 
- Write a release letter from God or your higher self back to you and mail it to yourself.



## EXERCISES #5

### Getting started:

- Make a list daily of at least 5 things you have in your life that you appreciate.
- What do you do that you appreciate?

### Go deeper:

- Who in your life do you appreciate and why?
- What do you appreciate about yourself?



---

**Reach higher:**

What opportunities are you thankful for?

In a quiet moment, focus your attention on a simple object beside you.



## Emotional literacy





---

Happy & Engaged – Creating healthy, happy and productive workplaces

Michael Auden

[www.MichaelAuden.com.au](http://www.MichaelAuden.com.au)

[Michael@michaelauden.com.au](mailto:Michael@michaelauden.com.au)

1 Wedge Court

Glen Waverley Victoria 3150

