

# SKILL – SELF-AWARENESS (CPIP)



## 1) DESCRIPTION OF THE TOOL

This tool helps you in your personal development and can help improve your relationships with others, increase your efficiency at work and achieve your personal goals.

**Name of the tool:** Reflect on your behavior at work.

**Time:** 20 minutes

**Environment settings:** Indoor & Outdoor

## 2) OBJECTIVES OF THE TOOL

- ✚ Understanding one's own thoughts, emotions, and behaviours.
- ✚ Managing self-awareness in the workplace.
- ✚ Developing self-awareness and practicing emotional balance

## 3) CONNECTION OF THE TOOL WITH THE SKILL

This tool is fully connected with the self-awareness skill because it offers the chance to practice your emotions and strengths inside and outside the workplace. It is dedicated to self-learning and supports the process of raising awareness of how to manage your emotions in a healthy way.

## 4) RESOURCE MATERIALS

The following resources materials are needed to successfully practice this tool:

- ✓ Self-awareness Worksheet
- ✓ Pen

## 5) HOW TO APPLY THE TOOL

**Step 1:** Choose a place where you feel comfortable.

**Step 2:** Take a pen and start answering the questions from the Self-awareness Worksheet.

**Step 3:** Finally, reflect on the answers and think about what you would change about yourself to stop experiencing negative emotions at work and outside.

### Self-awareness Worksheet

**What is the dominant emotion in my life right now?**

Answer here:

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**What brings me joy and what frustrates me every day?**

Answer here:

**Which relationships energize me, and which stress me out at work?**

Answer here:

**How do I react to stress or conflict?**

Answer here:

**How do I interact with those around me? Am I attentive, empathetic, or rather detached?**

Answer here:

**Change area!**

**What aspects do I want to improve in myself?**

Answer here:

**What is the first step I can take today to begin this change?**

Answer here:

**Reflect on:** How do you feel now? Keep doing this every time you need to understand your own emotions inside and outside the workplace!

## 6) WHAT TO LEARN

- Learn how to (better) understand your own feelings and emotions.
- Learn how to practice your self-awareness skills.
- Learn how to change what makes you feel stressed.



Co-funded by  
the European Union