

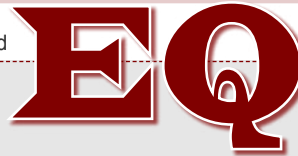
How to Use This **EQ** Self-Study Program

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- Orientation: Direction to Get You Started
- Important Reminders to Learn Effectively

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How to Use This



Self-Study Program

1A LESSON Orientation: Direction to Get You Started



“Tell me and I forget. Teach me and I remember. Involve me and I learn.”— Benjamin Franklin, 18th Century American scientist, inventor, statesman, printer, and philosopher. (1706 – 1790)

Thank you for your interest and curiosity! Our step-by-step lessons are based on years of research to define how to develop healthier minds. Each lesson teaches you how to apply your most valuable resource — located right BEHIND your very eyes — in ways that will build your emotional intelligence. We are confident that by understanding the knowledge we provide in our lessons and by mastering the skills we teach, you will obtain meaningful rewards and satisfaction far beyond what you would otherwise expect from life!

WELCOME TO OUR PROGRAM!

Improving your emotional intelligence (EI) is an ambitious and honorable behavioral initiative. Our particular EI program encompasses teaching you:

1. What we have learned and believe is important for all to know about the human mind, 2. How to get to know your own mind better, and 3. How to empower yourself to better manage your emotions and more wisely apply your mind.

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ABOUT OUR INSTITUTE

The Emotional Intelligence Institute (EII), founded in 2001, is an independent 501c3 non-profit organization and is thus far a non-credited research and educational facility. It is not associated with any particular licensed psychological, medical, political, or religious organization, or other research facility.

Our program is based upon years of research and development by the institute's founder, Sandra Hughes. Her efforts have served to define and share what is important and worth learning about the human mind, in addition to teaching the many practices which contribute to healthy mind development.

Our lessons provide optimum ways to explore, better understand, and manage the human mind. They are short as well as easy to read and study; the activities and evaluations create interesting self-reflection.

You will learn how to apply your mind in ways that will build and strengthen your emotional stability, and thus emotional prosperity. By studying the lessons provided and performing the activities suggested, you will gain some profound insight. Such understanding can empower you in every realm of your life, reducing frustrations as you deal with the most intricately complex computing system known, your own mind. And most rewarding of all, you may certainly expect the knowledge and suggested activities herein to be truly inspirational and life-altering.



ABOUT OUR FOUNDER

A brief biographical sketch of the founder will give a clearer perspective of the institute's origin, while reflecting the effort and toil involved in our program's development. Through the 1980's, Sandra Hughes owned and directed a successful computer training tool business in San Diego, which marketed code-reference guides she had designed to enhance software of the newly developed personal computers. Her Kleertex® Keyboard Templates and custom templates provided quick access to vital information that was otherwise hidden in obscure manuals. During the early era of personal computers these guides increased productivity and reduced the frustrations of computer novices around the world. Sandra's products stimulated wider use of such tools and the development of more user-friendly software manuals.

In the early 1990's Sandra sold the business, allowing her ample time to explore an interest at better understanding an even more sophisticated computing phenomenon—the human mind. She was humbly motivated by a close association with others she knew who suffered from serious brain defects, dysfunction, and mental illnesses. Sandra has spent much of her time during the past two decades, structuring this program and practicing living in an emotional intelligent manner.

What you find compiled here for FREE represents more than a decade of Sandra's efforts to guide and to help others in improving their emotional intelligence. Her wealth of study, in combination with the intense personal investigation of her own mind for 20 years, makes this program one of the most enlightening learning experiences of its kind. You will find that Sandra displays a unique ability to transform complex subject material into simple, easy-to-understand format.

CORRESPONDENCE AND SUPPORT

Our public image is very important to us. If you have any comments, questions or suggestions regarding our lessons or program, we encourage you to contact us at 74-923 Hwy 111 #184, Indian Wells, CA 92210 or info@e-ii.org.

Emotional Intelligence Institute

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As with any learning endeavor, those in most need are usually the ones who can least afford it. Knowing the importance of EQ training, we are providing as many lessons as possible for free to anyone, regardless of their financial status. Of course, we would hope that after receiving the benefits of our program, you will make a donation (if it's affordable) and/or volunteer in some way to further our cause. Please also consider supporting us by shopping at our on-line store for some unique and inexpensive items.

Supporting Efforts Toward A Behaviorally Safer World



COMMITMENT TO THE PROGRAM

Emotional intelligence (EI) is crucial to your emotional and physical well-being and provides opportunities to improve your relationship with the outside world. By gaining a better understanding you will significantly broaden your perspective in managing and



more wisely applying your mind. However, we understand that prioritizing the time to engage in more learning may be difficult amidst a busy schedule. If allotting time is a challenge, an easy solution, perhaps, involves setting your alarm half an hour earlier in the morning. This slight change will create an additional 15 hours per month and over 200 hours a year toward further emotional growth.

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Maximizing the benefits of this program requires an effort to complete each lesson and its activities, as well as to explore the resources. By your applying the practices suggested, each lesson should elevate understanding to a higher level of emotional intelligence.

For any institution, optimizing an EI education program involves teaching a broad spectrum of knowledge. EII is dedicated to developing a thorough, high quality training program.

Our Commitment Checklist

- Exhibiting the highest level of credibility in our program and staff.
- Providing clear, fair, and accurate information.
- Defining optimum ways to learn to explore, better understand, and manage the mind.
- Continuing to further our own understanding of the human mind.
- Furnishing as much of our program as possible for free.
- Building more behaviorally aware and emotionally intelligent minds.
- Eliciting the best emotionally in our students.
- Keeping our students safe.
- Improving our students' relationship with the outside world.

IMPORTANT SPECIAL DIRECTION

Academically it is helpful to develop emotional intelligence in a way that minimizes difficulties, while maximizing the potential for healthy growth. Our lessons instruct you in a manner similar to the way you were taught the infinite aspects of language and mathematics. Comparable to introducing one letter or number at a time, we have begun by explaining the simple, yet significant details, before advancing to the more comprehensive. We have taken incremental steps to guide you carefully toward the broader scope of emotional intelligence and its higher levels of learning.



Lessons are prioritized numerically, except for Lessons 6 and 7. Lesson 6 is designed primarily to help adults assist youth in understanding their young minds to improve their EQ. Lesson 7 may be studied at any time, even though its content caters more specifically to the EQ communication needs of leaders. This lesson also provides a valuable reference for anyone's occasional speaking, writing, and leadership needs. To ensure that you're working from an optimally educated standpoint, please read all other lessons in the order presented.

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To streamline your learning, we suggest that you do the following:

- First, if you haven't already done so, preview the lesson summaries. This will help you to quickly develop a better sense of what our program involves. The summaries are highlighted in large gray print at the beginning of each lesson. You may also go to the *Summaries* box in the upper left corner of our e-ii.org Home Page to access them. We suggest that you print a copy of the summaries to place at the end of your hard copy of this lesson.
- Read 1A through lesson 3C. Perform the activities and quizzes only after reviewing each lesson a second time.
- Read through whatever other lessons are available. Again, review a second time before performing the activities and quizzes.
- As you progress at your own pace, read the books and explore other resources suggested.
- Be sure to also visit our web-site Store for other helpful EQ learning aids.

————— *www.e-ii.org* ●



All said, we believe that what you learn through our program will help you start viewing your mind in a entirely different perspective. As you build and apply EQ knowledge, you should gradually improve the use of your mind in a manner that is similar to the ways in which you may have become proficient with your computer. As we continue to add new lessons, you can expect to further enhance your EQ.

Again, welcome to our program that is designed with YOUR ACHIEVEMENT in mind—to help you understand your mind better in emotionally meaningful ways and, in turn, enable you to live a more emotionally enriched life.

