

# **1 HOW TO USE THIS EQ SELF-STUDY PROGRAM**

## **1A Lesson — Orientation: Direction to Get You Started**

Welcome to our program! Deciding to improve your emotional intelligence (EI) is an ambitious and honorable behavioral initiative. Our particular EI program encompasses teaching you: 1. What we have learned that we 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.

*"Tell me and I forget. Teach me and I remember. Involve me and I learn."— Benjamin Franklin*

Thank you for your interest and curiosity about our program! It's based on years of research by our founder to define what is important to know about the human mind and what practices contribute to healthy mind development. We are confident that you will find the knowledge you learn extremely rewarding and activities we suggest inspirationally life changing. Our lessons will teach you how to apply your most valuable resource — located right BEHIND your very eyes — in ways that will build your emotional stability and thus, emotional prosperity. Such understanding can empower you in every realm of your life!

Optimizing your education about *emotional intelligence* encompasses learning a broad spectrum of knowledge about healthy thoughts, communications, and behavior. It involves getting to know your own mind in ways that help you better manage and more wisely apply it. Emotional intelligence can be crucial to your emotional and physical well-being, as well as your relationship with the outside world.

### **COMMITMENT TO THE PROGRAM**

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.

EII is committed to:

- Develop a high quality emotional intelligence training program.
- Exhibit the highest level of credibility in our program and staff.
- Provide clear, fair and accurate information.
- Define optimum ways to learn to explore, better understand and manage the mind.
- Continue to further our own understanding of the human mind.
- Provide as much of our program as possible for free.
- Help build more behaviorally aware and emotionally intelligent minds.
- Help bring out the best, emotionally, in our students.
- Help keep students safe.
- Improve student's relationship with the outside world.
- Help students increase their empowerment to get the best out of life, emotionally.

To get the most out of this program, it requires your willingness to invest the time, attention, and effort necessary to complete each lesson, its activities and quiz, as well to explore the resources and apply the practices suggested. With such efforts, each lesson should take your understanding to a more educated level and increase your empowerment—to get the best out of life, emotionally.

## CORRESPONDENCE AND SUPPORT

As mentioned, we are committed to maintain the highest level of credibility in our program and staff. Our public image is important to us. If you have any questions or comments about our lessons, our specific information and/or direction, or have suggestions about how we can improve anything we are doing, we encourage you to contact us. If you believe we have made a mistake or have noted or done something questionable or erroneously, we appreciate hearing about it, directly from you. Please also consider letting us know how our program is working for you. Contact us at:

Emotional Intelligence Institute  
P.O. Box 2238 ♦ info@e-ii.org  
New Springfield, OH 44443  
866-549-9577 or 330-549-9577

As it is with financial know-how, sometimes those who are in the most need of particular educated understanding are the ones who can least afford it. Knowing the importance of EQ training, we are providing as many lessons as possible for free—open to anyone, regardless of their financial status. Of course, should you be able to afford a contribution, we would hope that after improving your understanding through our program, you will send a donation and/or volunteer to further our cause to help those who can't afford such training, otherwise. Please also consider supporting us by shopping at our on-line Store Page for an increasing number of unique and inexpensive selections.

## IMPORTANT SPECIAL DIRECTION

The institute's program offers key lessons to read and study, activities and evaluations to perform, and other optimum ways to learn to explore, better understand and manage the human mind. The lessons are prioritized numerically, except for Lesson 6 and 7 group. Lesson 6 is being developed primarily to help adults assist youth in improving their EQ. Lesson 7 group can be studied at any time. Even though the content of Lesson 7 caters more specifically to the EQ communication needs of leaders, it provides a valuable reference for anyone's occasional speaking, writing and leadership needs. To ensure that you're working from the necessary *educated* standpoint, please read the other lessons in the order presented. Thus, Lesson 8 would be last. For optimum learning, we suggest that you do the following:

1. First, if you haven't already done so, read the full listing of lesson *brief summaries* when you finish this Orientation. By doing so, you will quickly develop a better sense of what our program is all about. If you are working from a hard copy of our lessons, the summaries list may be at the end of this lesson. Please note that each summary is also repeated again at the beginning of each lesson. On the Internet, you can access the summaries list by clicking onto the statement at the top of any web page that reads, "Preview Lesson Summaries".
2. After reading the summaries, read all the way through Lessons 1B as well as 2 and 3 Lesson groups.
3. Perform the recommended activities of Lessons 2 and 3 groups, as well as testing, before reading through whatever other lessons are available.
4. As you progress at your own pace, read the books and explore the other resources suggested with each lesson group.
6. Be sure to also visit our Store Page to shop for unique and inexpensive items.

All said, what you learn through our program should help you start viewing your mind in a whole different perspective! As you build and apply EQ knowledge, you can expect to gradually continue to improve how you use your mind, in some ways similar to how each specific thing you learned about your computer and practiced over time helped you use it better. We hope you will continue enhancing your EQ through this program, as we add new lessons.

Again, welcome to our program designed to help you get the best out of life, emotionally!