Just What is Self-Awareness?

Self-awareness is one of the most important attributes of emotional intelligence. If you’re self-aware, you always know how you feel, and you know how your emotions and your actions can affect the people around you. Being self-aware can also mean having a clear picture of your strengths and weaknesses, and it means behaving with humility, especially in collaborative situations. Here are a couple of things you can do to improve your self-awareness:

- Keep a journal – Journals help you improve your self-awareness. If you spend just a few minutes each day writing down your thoughts, this can move you to a higher degree of self-awareness.
- Slow down – When you experience anger or other strong emotions, slow down to examine why. Remember, no matter what the situation, you can always choose how you react to it.

Reading Recommendation

“The 15 Invaluable Laws of Growth: Live Them and Reach Your Potential” by John C. Maxwell

Check out a few chapter titles:
- The Law of the Mirror: You Must See Value in Yourself to Add Value to Yourself
- The Law of Awareness: You Must Know Yourself to Grow Yourself
- The Law of Contribution: Developing Yourself Enables You to Develop Others

Featured PROMISE Standard

People Focused

This month’s “Self-Awareness” training will provide a great opportunity to look at ways in which we can become more self-aware about the following core values. How can we better understand ourselves and how our behaviors affect those around us? Check out the ideas in this newsletter and attend the workshop on March 12th!

- I, through my words and actions, communicate my commitment to excellent care and service.
- I genuinely care about and show empathy towards other people.
- I establish and maintain effective relationships with internal/external customers.

Tech Tip—How to Search the Internet Like a Pro

Say you want to do a Google search for apples. If you just type in “apples” you’ll get 22 million returned websites! Maybe what you’re really interested in finding is “green apples.” In that case, your search would look like this:

apples +green

Now you’ll only see those apple sites that also have the word “green” on them.

Congratulations! You’ve narrowed it down to 6 million returns! Now let’s sift out the websites that are about Apple Computers:

apples +green –computers

And to narrow further, try using quotation marks around specific words:

apples +green –computers “granny smith”

Now you’ll only see websites that contain the words “granny smith.” Using quotes is a great way to narrow a search. Great news: You’re down from 22 million to 220,000 websites about granny smith apples!

Contact Us: pedstaffdevelopment@hsc.utah.edu
Register for classes: Peds Intranet>Gen Info>Staff Pro Dev