

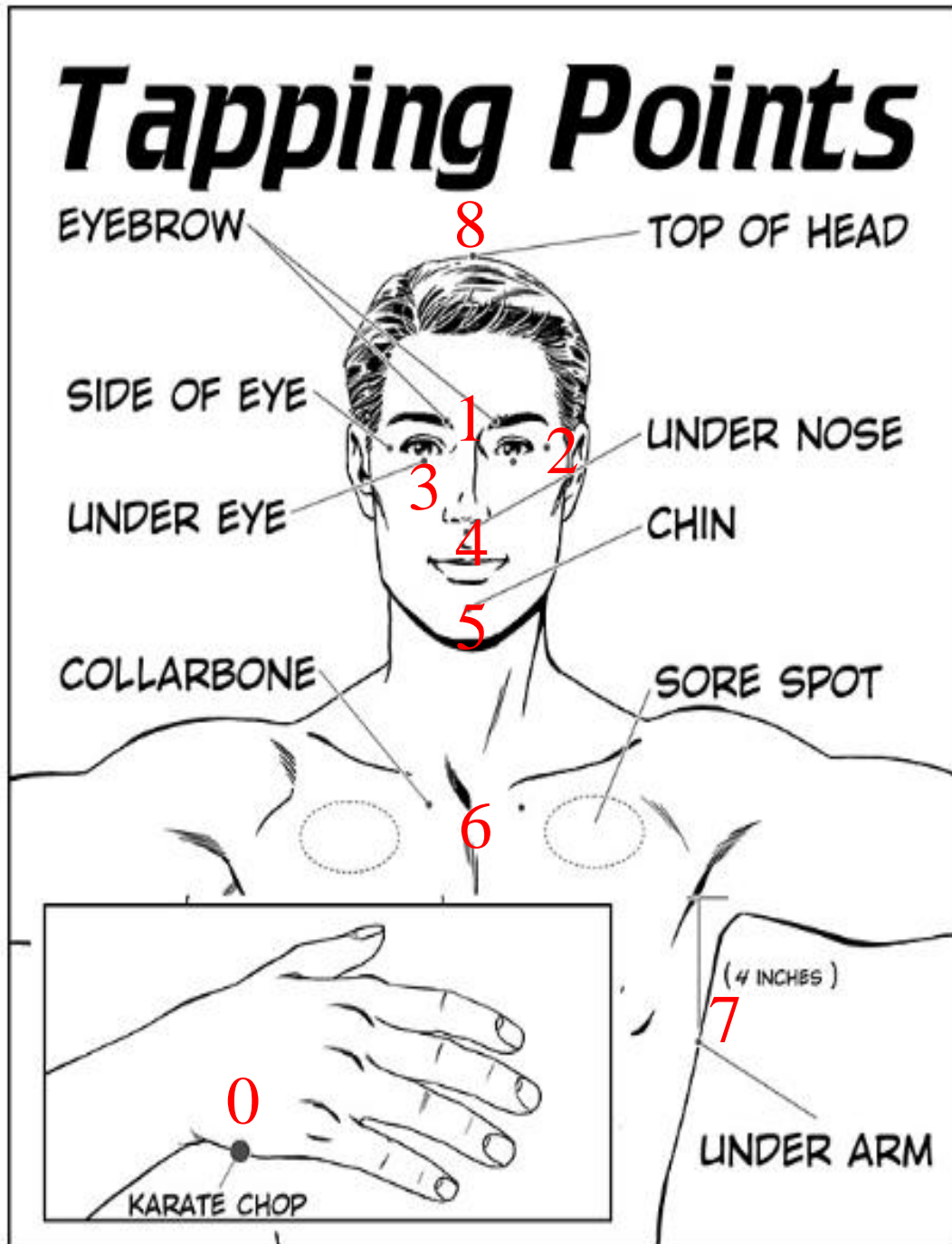


Emotional Intelligence And Mindfulness at Workplace

Sample document for practice

EFT (Emotion Freedom Technique)

EFT is a meridian tapping technique used to release any unhealthy emotion we might be carrying in us. Following are the EFT Tapping Points.

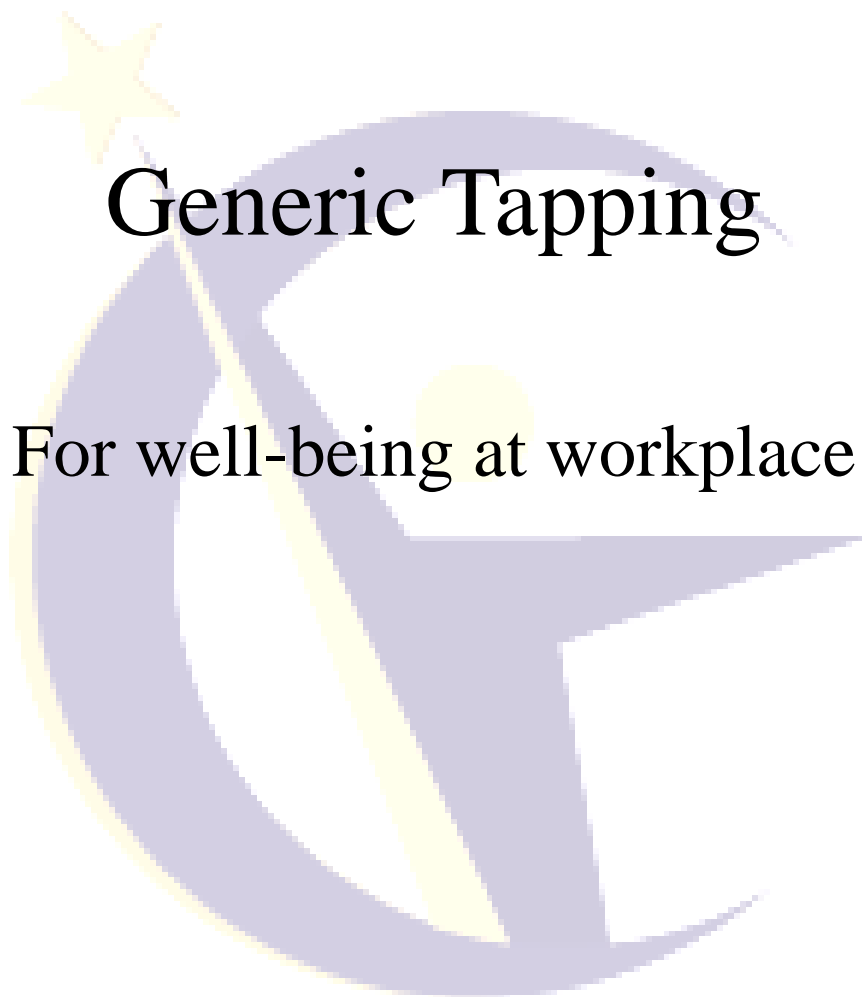


Tapping Points

1	Eye brow	Inner edge of eyebrow, just above the nose
2	Side of eye	On the bone, just outside the outer edge of the eye
3	Under eye	On the bone directly under the pupil
4	Under nose	Center point under nose, above lip
5	Chin	Center of chin, right in the crease
6	Collarbone	Under collarbone, about 2" to either side of midline
7	Under arm	4" Under the arm
8	Top of head	Crown of head

3-Step EFT Process

1. Identify the issue and give rating on a scale of 1 to 10
2. Tap out the negative
3. Choose Positivity and Confidence



Step#1: Issue: Concentration & focus

Stress rating: 8 on 10

Step#2: Negative reminder phrase

(what's your Truth or REAL feeling)

Examples (sample statements)

- *I can't concentrate and focus at work as there is too much going on*

- *I can't concentrate and focus at work as I don't what's really urgent*

Tap on Karate chop

Even though "*I can't concentrate and focus at work as there is too much going on*",

I deeply and completely LOVE and ACCEPT *myself*

Tap on Karate chop

Even though "*I can't concentrate and focus at work as there is too much going on*",

I deeply and completely LOVE and ACCEPT *how I feel*

Tap on Karate chop

Even though "*I can't concentrate and focus at work as there is too much going on*",

I deeply and completely LOVE and ACCEPT *who I am*

Step#2: Tap out negative

I can't concentrate and focus at work as there is too much going on

Repeat this phrase while you tap the sequence of 8 point

Use the phrase below and tap the sequence of 8 point again!

I choose to clear, release and let go of this feeling

Step#3: Positivity & Confidence

Repeat 2-time one phrase for each of the 8 tapping points.

Tap on Eyebrow - I release all this negativity now and breath in the positivity around me

Tap on Side of Eye - I allow myself to be calm, cool and relaxed

Tap on Under Eye - I choose to be kind and compassionate with myself

Tap on Under Nose - I am willing to see that I am regaining my focus at my work

Tap on Chin - I am clearing all the distractions which are coming in my way

Tap on Collarbone - I allow myself to feel that my work is happening effortlessly

Tap on Under Arm - I let go of judging myself and have more acceptance to myself

Tap on Top of head - I choose to love what I am doing with focus and concentration

Step#1: Issue: Overwhelmed and Stressed

Stress rating: 8 on 10

Step#2: Negative reminder phrase

(what's your Truth or REAL feeling)

Examples (sample statements)

- *I am feeling overwhelmed and stressed as there is so much to do and so little time*

- *I am feeling that I am being stretched and pulled from all directions*

Tap on Karate chop

Even though "*I am feeling overwhelmed and stressed as there is so much to do and so little time*", I deeply and completely LOVE and ACCEPT *myself*

Tap on Karate chop

Even though "*I am feeling overwhelmed and stressed as there is so much to do and so little time*", I deeply and completely LOVE and ACCEPT *how I feel*

Tap on Karate chop

Even though "*I am feeling overwhelmed and stressed as there is so much to do and so little time*", I deeply and completely LOVE and ACCEPT *who I am*

Step#2: Tap out negative

I am feeling overwhelmed and stressed as there is so much to do and so little time

Repeat this phrase while you tap the sequence of 8 point

Use the phrase below and tap the sequence of 8 point again!

I choose to clear, release and let go of this feeling

Step#3: Positivity & Confidence

Repeat 2-time one phrase for each of the 8 tapping points.

Tap on Eyebrow - I choose to be kind and compassionate with myself and others

Tap on Side of Eye - I allow myself to take a breath and prioritize the tasks in hand

Tap on Under Eye - I choose to set the expectations if that is required

Tap on Under Nose - I am willing to feel safe in the most stressful situation

Tap on Chin - I no longer choose to create tension in my body

Tap on Collarbone - I choose to believe in myself and my team members

Tap on Under Arm - I choose to set my schedule well in advance

Tap on Top of head - I am willing to feel safe in the most stressful situation

Practice round:

Step#1: Issue:

Stress rating:

Step#2: Negative reminder phrase

(what's your Truth or REAL feeling)

Examples (sample statements)

Tap on Karate chop

Even though " " ,

I deeply and completely LOVE and ACCEPT *myself*

Tap on Karate chop

Even though " " ,

I deeply and completely LOVE and ACCEPT *how I feel*

Tap on Karate chop

Even though " " ,

I deeply and completely LOVE and ACCEPT *who I am*

Step#2: Tap out negative

Repeat this phrase while you tap the sequence of 8 point

Use the phrase below and tap the sequence of 8 point again!

I choose to clear, release and let go of this feeling

Step#3: Positivity & Confidence

Repeat 2-time one phrase for each of the 8 tapping points.

Tap on Eyebrow -

Tap on Side of Eye -

Tap on Under Eye -

Tap on Under Nose -

Tap on Chin -

Tap on Collarbone -

Tap on Under Arm -

Tap on Top of head -