

# House Of Four Rooms

## IQ (Mental)

- Develop Self-Awareness
- Understand your strengths/weaknesses and ask a colleague, a friend and a family member for feedback and to tell you their view
- Understand your thinking process
- Apply the Pareto principle (20% of the tasks will give you 80% of the results)
- Focus on one task at a time (try mindfulness)
- Practice positive imaging
- Seek out silence
- Seek out a coach or mentor
- Use goal oriented coaching with staff focused on the achievement of measurable results
- Proactively share knowledge and wisdom
- Embrace mistakes and see them as learning opportunities

## EQ (Emotional)

- Practice Developing Your Senses
- Cultivate emotions that heal you (e.g. Gratitude) into your daily routine
- Make more connections between your thoughts and the emotions they trigger
- Listen to feedback from others and give feedback
- Take responsibility for your reactions and choices and avoid adopting a victim mentality
- Develop effective questioning/listening skills to enhances others personal/professional development
- Practice the art of coaching for personal development
- Identify one new interest outside the workplace that you would like to explore – and commit to  
Join a club or community that appeals to you

## PQ (Physical)

- Build relaxation time for yourself into your life
- Rest often/get the sleep you really need
- Get in touch with the messages of your body language
- Be aware of tensions in muscles whilst working –release them
- Tune into and learn your early signs of stress
- Practice meditation/relaxation techniques
- Manage your time – be present
- Buy a pedometer and set a daily steps target
- Eat consciously/drink enough water
- Avoid false friends – reduce caffeine, alcohol and quit smoking
- Go for a massage to distress your body
- Build up exercise time to improve circulation/reduce stress (start walking more)
- Move, dance, play, exercise, laugh
- Focus on your breathing as a critical support system for your body awareness

## SQ (Spiritual)

- Practice Mindfulness - meditate/reflect
- Be in silence
- Be present with those you care about
- Serve others
- Seek people to mentor formally/informally
- Practice self-compassion – positive self-talk
- Develop affirmations e.g. 'I choose to..' 'I am..'
- Write down five words you'd like to hear if someone else was describing you – and make a plan as to how you'll aspire to be these five things
- Practice focusing on positive outcome thinking
- Spend time in beauty
- Make time to do what you love to do
- Stop judging yourself & others