



Check-In Overview

The idea is simple: The more you check in, the more you build your self-awareness muscles. And self-awareness of our thoughts and feelings is the basis for Emotional Intelligence, or EQ.

To check in (Figure 1), use the slider to select the levels that match your current states (you can also click on the number to move the slider). Click on each term to get a brief definition (a new tab will open). Take a moment to reflect on each item before making your selection — this is the important awareness building part of the check-in! Your check-ins will get quicker as you practice.

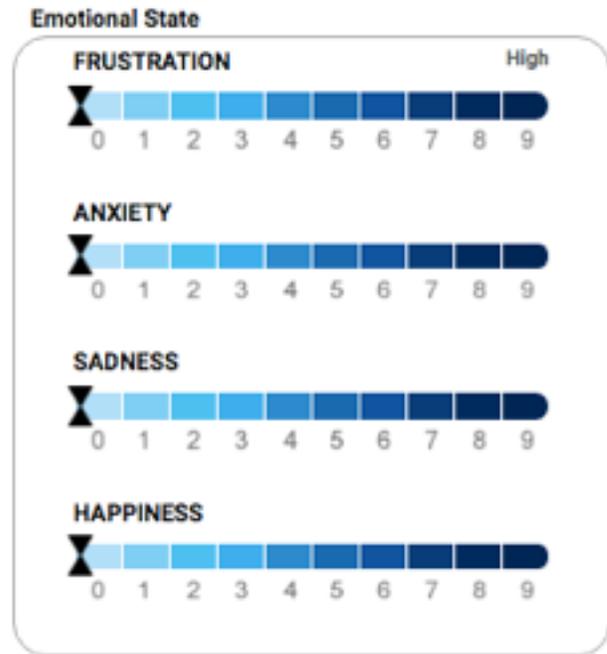


Figure 1

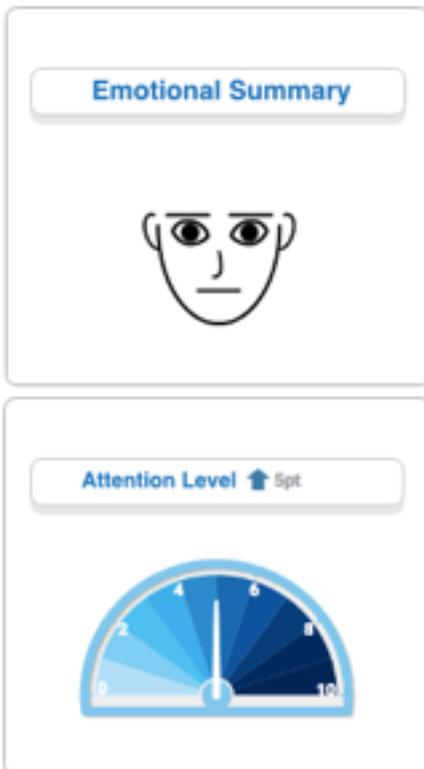


Figure 2

After you click Submit on the Check-In screen, **your results** (Figure 2) will then be presented on the following screen. At the top, you'll see the Summary, including a face that captures your Emotional State (the mouth smiles or frowns according to your happiness or sadness, anger knits the brows, and anxiety makes the eyes wider). Your Attention Level is presented in both speedometer format. In the Details section of Results, you can see graphs for your 7 most recent check-ins. Note that you can click the chart items on/off to hide items you don't want to see.

We encourage you to add a quick journal entry for important check-ins so you can remember what was going on at the time. Your journal titles will show on your graphs when you mouse over.

Remember that your assessment of your Mental, Emotional, Physical and Well-Being States are all subjective, but by checking in regularly, you will start to create a baseline for each of these items. For example, over a three-week period, you might notice that your Frustration level averages about 3, which would be your baseline of Frustration.