# EQi & Share Reflection Worksheet

Share, in the COLT Blueprint, is about recognizing contributions, celebrating wins, and communicating appreciation in ways that build trust and motivation. Through the lens of Emotional Intelligence (EQi), effective sharing means tuning into others’ emotional needs, offering genuine praise, and being vulnerable and generous in giving credit and gratitude.

## Section 1 – Self-Reflection Prompts

• How often do I express genuine appreciation for others’ work?

• When was the last time I shared praise or credit in a meaningful way?

• How do I recognize the emotional impact of recognition on my team?

• What holds me back from sharing praise or encouragement more freely?

## Section 2 – Leadership Behavior Self-Check

Rate yourself from 1 (Rarely) to 5 (Consistently):

□ I notice and acknowledge contributions in real time.

□ I tailor recognition to the individual’s preferences.

□ I give credit publicly and authentically.

□ I am intentional in celebrating both small and big wins.

□ I express appreciation in ways that connect emotionally.

## Section 3 – Key Takeaways

• A recent moment I could have recognized someone but didn’t was \_\_\_\_\_\_\_\_.

• I build connection through appreciation when I \_\_\_\_\_\_\_\_.

• This week, I will intentionally share gratitude with \_\_\_\_\_\_\_\_.

"Feeling appreciated is one of the most basic human needs — and one of the most powerful leadership tools."