

Cheat Sheet Balance Your Analytical & Emotional Intelligence

Why Balance Matters

IQ helps you solve problems.

EQ helps you solve people.

Rely too much on analysis → You risk seeming cold.

Rely too much on emotion → You risk poor decisions.

The strongest leaders integrate both.

Analytical Intelligence (IQ) Strengths

Data-Driven Thinking

- Uses evidence and metrics
- Breaks down complex problems

Logical Structuring

- Clear frameworks
- Strategic planning

Objective Decision-Making

- Reduces bias
- Focuses on outcomes

 Great for *what* and *how* decisions.

Emotional Intelligence (EQ) Strengths

Self-Awareness

- Understands personal triggers
- Manages emotional reactions

Empathy

- Reads the room
- Understands others' perspectives

Relationship Management

- Builds trust
- Communicates with clarity and care

📌 Essential for *who* and *why* decisions.

The 4-Step Balance Framework

1 Analyze the Facts

What does the data actually say?

2 Assess the Impact

How will this affect people?

3 Align with Purpose

Does this serve the bigger goal?

4 Act with Clarity & Empathy

Communicate the decision thoughtfully.

The Leadership Advantage

Balanced leaders:

- Make stronger decisions
- Build higher trust
- Inspire performance
- Reduce conflict

📌 Intelligence gets you hired.
Balance gets you promoted.

Weekly Practice

Before your next big decision, ask:

- What does the data say?
- What might people feel?
- How can I communicate this clearly and compassionately?

Final Reminder

The best leaders think clearly and feel deeply.