



Turning Emotion into Action (TEA)

Although it may not feel like it at times, your emotions are a gift – they are directional guideposts along your life path. As you have probably already experienced, these “guideposts” are easy to ignore or misinterpret and can remain in our bodies and brains when we do not fully process them. Until you can fully process the emotions you experience, especially uncomfortable emotions, it’s hard to let them go and move forward.

The Turning Emotion into Action (TEA) tool is designed to help you identify, define, and extract information from your emotions, which aids in full processing. You can use this information to shift your perspective and choose an action that meets your identified needs. You will need access to the internet to use the HS Emotion Wheels and Needs Wheels linked in this worksheet.

1. In the space below the instructions, briefly describe a recent event that elicited strong, uncomfortable feelings for you. Be as objective and concise as possible, leaving out value and emotion words. Just the facts!
2. You can use the Human Systems Emotion Wheels to help you determine what emotion word (or words) best describe(s) your experience and feelings about your experience. Human Systems has several options for identifying emotions:
 - “Classic” [HS Emotion Wheels](#), available for free online to view or download in PDF form. You can also order laminated copies from the [HS Shop](#).
 - The [HS Virtual Emotion Wheel](#), available for free online; includes definitions of emotions.
 - The [Emotion Pamphlet](#), based on the Virtual Emotion Wheel, available in the HS Shop.

Write each emotion word and definition in the spaces under the “Emotion” column in the TEA table. If you use the “classic” HS Emotion Wheels without the definitions, you can do a quick online search for “[emotion word] definition” and choose the definition that speaks to you. Feel free to customize the definition to reflect the experience you wrote about.

3. You can use the HS Needs Wheels to find the need (or needs) that are behind your uncomfortable emotion(s). The Needs Wheel is also available in [the “classic” version online](#), and to [purchase from the HS Shop](#). You can also use the [HS Virtual Needs Wheel](#) or [purchase the Needs Pamphlet from the HS Shop](#); these both contain definitions for each need.

Write the need(s) and definition(s) you chose in the spaces under the “Needs” column in the TEA table.



Human Systems

Build people potential. Improve organizational outcomes.

4. Think about what principle and/or related change in your thoughts or behavior you could implement that could help you shift or broaden your perspective in this situation. You can use your own principles, or you can use the [Human Systems Operating Principles](#) or [Human Systems Mindfulness Principles](#). Or you may choose to shift your perspective by:
 - Releasing the problem to the universe to solve by writing down the problem and dropping it in a “universe box”.
 - Taking some exercise to clear your mind of ruminative thoughts.
 - Working on a creative project.

5. Finally, determine what action(s) you could take that would bring you some peace and get your need(s) met. You might not know the answer right away; it’s okay to wait for a day or two until the right action comes to you. Do not force or push yourself to do something that does not feel comfortable for you. Simpler actions work very well: making a list of pros and cons; doing a little research; calling an objective friend.

Event: _____



Human Systems

Build people potential. Improve organizational outcomes.

TEA Table

<i>Emotion</i>	<i>Need</i>	<i>Perspective</i>	<i>Action</i>