

# The power of emotions

The ultimate guide to **understanding**  
and **processing** your **emotions**

Sara J. Batista





# Content

<b>03</b>	Introduction
<b>05</b>	About me
<b>06</b>	Emotions
<b>08</b>	Emotional burdens
<b>10</b>	The change
<b>11</b>	Tasks
<b>14</b>	What's next?



# *Welcome!*

First of all: congratulations. By downloading this guide you are taking the first step to change your life, because **curiosity** is fundamental to attract new things.

The **purpose** of this guide is to help you better understand the function of emotions, and why it is so important to know how to manage them.

This book is **a first approach** for all of you who wish to improve the quality of your life and your relationships. In addition, if you have heard about emotional intelligence and do not quite understand what it is, I hope this guide will help you understand why it is so important to develop our innate ability to understand emotions.

Of course, this is only the beginning. The path of self-discovery is a process. We'll get to that part, though. First things first:

### **What will you find in this guide?**

First of all, we will deal with **emotions**, as well as the consequences of not managing them in time: the **dreaded emotional burdens** -no worries, everything in this life has a solution.

And since life without practice is only theory, what would this guide be if it didn't leave you with some exercises so that you can start working on yourself. From heart to heart.

Look, change is difficult. That's the way it is. To achieve a fulfilling life, the only magic formula is the one that involves being vulnerable and giving ourselves the opportunity to build the life that our heart longs for. Now, what I can also tell you with absolute certainty is that **change is possible**.

You will need **time**, your most precious asset; **patience**, because everything in this life that is worthwhile takes -save the pun- time; and lots of **love**. And I will be here to accompany you in the process. So, let's go for it!

# About me

My name is Sara Juárez Batista, I am a creative communicator, expert in emotional intelligence. I believe in the innate capacity of people to achieve the best version of themselves, while taking care of their self-esteem and well-being through a healthy processing of their emotions.

Human beings have a great capacity to adapt, but many of us have lost touch with our essence. I am here to give you a little push with the right questions; to activate you so that you are able to reformulate the life you want.

Graduated in Creation and Design at the University of the Basque Country, I specialized in Film Screenwriting and Television Series at the *Rey Juan Carlos* University.

Finally, I completed the **Expert in Emotional Intelligence** by School of Intelligence and the University of Nebrija.

Have you ever heard the expression: "*Follow your dreams, they know the way*"? Well, we could say that it has been my mantra.

I have worked and studied in several countries. In addition, my writings have been published in books and cultural and wellness magazines.

Over the past few years I have freed myself from many labels and limiting behaviors in order to feel free and empowered.

**My mission** is to help you reconnect with your true essence. Because we all deserve to give ourselves a chance, and as many chances as it takes.

# WHAT ARE THEY

# Emotions

## Emotions vs. Feelings

The first thing you need to know is that **emotions** provide us with information about some stimulus that we have perceived in our environment, or in ourselves. Therefore, they **are neutral**.

When we repeatedly associate a thought with an emotion over a period of time, it becomes a **feeling**. Thoughts can be positive (they recharge us with energy), or negative (they take away energy and limit us).

When we repress emotions or let ourselves be carried away by them, an **emotional hijacking** occurs in which the emotion takes over us. Therefore, it is important to learn to manage emotions before they become **emotional burdens**.

Let us move on to better understand their adaptive function through the information they provide us with:



## Adaptive function of emotions

**Joy.** It indicates that we are experiencing enthusiasm. We are ready to do something/achieve a goal. Emotional burden: euphoria.

**Fear.** Warns us that we need protection, security, affective survival (need for love). Emotional burden: anxiety, insecurity, paralysis.

**Sadness.** It warns us that we are experiencing a loss of something or someone; an abandonment. Emotional burden: depression, isolation, victimhood.

**Anger.** It manifests when we perceive a threat; something or someone has exceeded our limits. Emotional burden: aggressiveness, guilt, resentment.

**Disgust.** It informs us that something displeases us and produces rejection. Emotional burden: Intolerance, distancing.

**Surprise.** Informs us that we have discovered something. The reaction will depend on the stimulus. Emotional burden: bewilderment, shock.

## Addressing emotions

We often repress an emotion because we find it unpleasant. Start by feeling the emotion from beginning to end, and you will see how it dissolves. The following questions may help you:

- ✓ **Observe.** How does your body react when you feel that emotion?
- ✓ **Evaluate.** Do you need to do something about that emotion?
- ✓ **Self-reinforcement.** What would make you feel better? Provide yourself with rewards that empower you and give you peace of mind.

# HOW TO MANAGE Emotional burdens

1. If you are facing an emotional burden and the first signs that you are repressing an emotion (physically, mentally and/or spiritually) have already appeared, you can ask yourself some questions:
2.
  - a. Is this important enough for me to get angry, sad, feel...?
  - b. Is it justified for me to feel that way?
  - c. Is it going to make things better for me to get angry, sad, feel...?
3. If expressing the emotion frees you, go ahead. On the other hand, if you have doubts about the benefits you can get from expressing it, and you think it may have negative consequences, then reconsider the situation and look for other alternatives. Here are a few:



*"Have the courage to do what your heart and your intuition dictate to you. Somehow, you already know what you really want to become".*

*- DANIEL GOLEMAN*



## Cleaning: Emotional plasters

### Plasters:

These are activities that we seek to discharge an ingrained emotion. It can be: exercise, meditation, yoga, going to see a movie, listening to music.

### Relief with neutral people:

Talking to someone who is not part of the situation or context that has caused our emotional burden can help us to reduce the intensity of the emotion. And if it also provides an impartial view, so much the better.

### Basic emotional process:

Asking ourselves the right questions helps us to manage ourselves effectively. I hope the following questions can help you:

*What emotion did you feel?*

*How did you trigger the emotional burden?*

*What benefit are you getting from this burden? (believe it or not, there is a benefit, even if we are not able to recognize it at first).*

*What negative effect is it having on you and your environment? How could you manage it more effectively?*

## Learning how to ask

We may just need to ask the other person for something. We can **communicate assertively**, expressing how we feel and what has triggered that reaction in us, and then ask for what we need from the other person.

### ✓ Assertiveness

If the emotions are very deep-seated, it is better to go to a professional. This will help you get rid of harmful feelings such as victimhood, guilt, shame and resentment.

# The change

1. We have already seen the importance of managing emotions in our daily lives. So, why is it so important to know how to **manage emotions** so that we can make a change in our lives?
2. When we step out of our **comfort zone**, we face many fears and limiting behaviors.  
That is, conscious and unconscious limits that prevent us from moving forward. Sometimes, we don't even believe that change is possible for us. Other times, we simply don't know how to do it.
3. This is where **emotional intelligence** comes in. Our life is governed by **beliefs**: affirmations rooted in us that condition our way of acting and perceiving the world around us.  
Learning to manage our emotions will give us the key to build an emotionally healthy life in tune with our true essence.



## TASK (1)

# Resources

In the process of making your dreams come true, you need some resources that work in your favor: organization and visualization.

### ORGANIZATION

- ☐ Set some time aside in your schedule for self-care.
- ☐ Use colors to differentiate each task.
- ☐ Reward yourself after each achievement.



### VISUALIZATION

- ☐ Keep track of your progress in a journal.
- ☐ Awaken your senses in contact with nature.
- ☐ Disconnect from technology.

## TASK (2)

# Know yourself

Change is difficult. I know that. That's why it's important to know where we start from, and what we want in our lives:

1. What is important for you?

Write your answer here.

2. What have you always wanted to do but haven't done yet?

Write your answer here.

3. What legacy do you want to leave behind?

Write your answer here.

## TASK (3)

# Purpose

Once we are clear about why we want a change, the time has come to define the direction we want to take:

Write down three goals that are important for you

---

---

---

Where would you like to see yourself in 5 years?

---

---

---

And in 10 years, where do you see yourself?

---

---

---

# What's next?

Life is full of **changes**, that's why it is so important to know ourselves and define a foundation that empowers us.

I hope this guide has helped you to better understand how emotions work, and why it is so important to know how to manage them.

If you think it's time to make a change in your life, have a first look at all the content I have for you in my [website](#). I'll be happy to hear from you!



## Ready for a change?

**Yes! I'm in!**

*Change takes time, dedication and a great deal of faith in the process.*

*But I can tell you, with complete confidence, that it is possible.*

*If you feel your time has come, go for it! I will be happy to guide you through the process of making your dreams come true.*