

Assessment: How Emotionally Intelligent Are You?



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How Emotionally Intelligent Are You?

Instructions: For each item, rate how frequently you exhibit the skill described.

1 = not at all, 2 = rarely, 3 = sometimes, 4 = often, 5 = very often

Statement	Rating
1. I know what physiological changes occur in me when I experience strong emotions.	1 2 3 4 5
2. I know when I'm having distorted or destructive thoughts.	1 2 3 4 5
3. I know what emotions I'm feeling.	1 2 3 4 5
4. I use internal self-talk to manage my emotional state.	1 2 3 4 5
5. I appropriately convey the emotions I'm feeling.	1 2 3 4 5
6. I regroup quickly after a setback.	1 2 3 4 5
7. I motivate myself when I'm stalled on a project or task.	1 2 3 4 5
8. I sense other people's feelings.	1 2 3 4 5
9. I watch body language to enhance my communication with others.	1 2 3 4 5
10. I accurately reflect people's feelings back to them.	1 2 3 4 5
11. I demonstrate empathy to others.	1 2 3 4 5
12. I deal with conflict effectively.	1 2 3 4 5
13. I build trust in a group.	1 2 3 4 5
14. I work hard to include everyone.	1 2 3 4 5
15. I use self-disclosure to build relationships.	1 2 3 4 5

Calculate Your Total

Score	Comment
15-34	<p>You need to work on your emotional intelligence. You may find that you feel overwhelmed by your emotions, especially in stressful situations, or, you may avoid conflict because you think that you'll find it distressing.</p> <p>It's likely, too, that you find it hard to calm down after you've felt upset, and you may struggle to build strong working relationships.</p> <p>Don't worry – there are plenty of ways that you can build emotional intelligence, starting now. Read the tips below to find out more.</p>

Score	Comment
35-55	<p>Your emotional intelligence level is... OK.</p> <p>You probably have good relationships with some of your colleagues, but others may be more difficult to work with.</p> <p>The good news is that you have a great opportunity to improve your working relationships significantly. Read more below to boost your EQ still further.</p>
56-75	<p>Great! You're an emotionally intelligent person. You have great relationships, and you probably find that people approach you for advice.</p> <p>However, when so many people admire your people skills, it's easy to lose sight of your own needs. Read our tips below to find out how you can continue to build your EQ.</p> <p>Researchers have found that emotionally intelligent people often have great leadership potential. Realize this potential by seeking opportunities to improve even further.</p>

Self-Awareness (Questions 1-3)

In Daniel Coleman's book, "Emotional Intelligence: Why it can Matter More Than IQ", he explains that people with high self-awareness are "aware of their moods as they are having them".

To increase self-awareness, learn about mindfulness. This involves focusing on the present moment—including how you're feeling. Keep a journal in which you write about and analyze the emotional situations you experience from day to day.

You also need to understand your strengths and weaknesses to build self-awareness. Do a personal SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis and ask for feedback from your boss, friends, and trusted colleagues to find out how you can improve further.

Self-Management (Questions 4-7)

Self-management is about staying in control. To develop your skills in this area, learn how to manage your emotions effectively.

If you often get angry, note what triggers this feeling, and think about why this happens. Use techniques such as deep breathing to calm yourself down, and give yourself time to pause before you respond to emails or requests so that you don't say something that you'll later regret.

You may also be affected by other negative feelings and emotions, such as anxiety and stress. So, do what you can to manage these feelings effectively.

Accountability is another important element of self-self-management—take responsibility for your actions and behaviors, and make sure that these align with your values.

Self-motivation is strongly affected by your emotions—when you're distracted by your emotions, you may find it hard to see tasks through.

Emotional Intelligence

Boost your motivation levels by developing self-discipline and by looking for and celebrating small wins—simple jobs that, when you’ve completed them, give you a sense of achievement.

Also, set yourself longer-term goals. When you decide what you want to achieve, you’ll focus on what really matters to you. This can be highly motivating, especially when you connect personal goals with career-related ones.

If you’re still struggling to get motivated in your current role, take some time to rediscover your purpose.

Social Awareness (Questions 8-11)

Empathy is the ability to recognize other people’s emotions and understand their perspectives—this is the “fundamental people skill”.

To develop empathy, start by simply thinking about other people’s viewpoints. Imagine how they may be feeling, and use active listening skills to understand them fully when they express their emotions to you.

Try not to interrupt or talk about your own feelings during the conversation. Look at their body language, too—it can tell you a lot about their emotions. If you watch and listen to others, you’ll quickly become attuned to how they feel.

Relationship Management (Questions 12-15)

Even if you’re not a natural “people person”, it is possible to develop better social skills. If you’re uncomfortable with social situations, work on building self-confidence. Start slowly, but then look for opportunities to practice your skills with bigger groups. For example, you could offer to attend conferences on behalf of your team.

Don’t shy away from negative situations either—learn how to deal with conflict and other difficult situations effectively.