This self-assessment questionnaire is designed to get you thinking about the various components of emotional intelligence as they apply to you. These five key components are self-awareness, managing emotions, motivating oneself, empathy, and social skill.

* Self-awareness – The ability to recognize what you are feeling, to understand your habitual emotional responses t events and to recognize how your emotions affect your behavior and performance. When you are self-aware, you see yourself as others see you, and have a good sense of your own abilities and current limitations.
* Managing Emotions – The ability to stay focused and think clearly even when experiencing powerful emotions. Being able to manage your own emotional state is essential for taking responsibility for your actions, and can save you from hasty decisions that you later regret.
* Motivating Oneself – The ability to use your deepest emotions to move and guide you towards your goals. This ability enables you to take the initiative to persevere in the face of obstacles and setbacks.
* Empathy – The ability to sense, understand and respond to what other people are feeling. Self-awareness is essential to having empathy with others. If you are not aware of your own emotions, you will not be able to read the emotions of others.
* Social Skill – The ability to manage, influence and inspire emotions in others. Being able to handle emotions in relationships and being able to influence and inspire others are essential foundation skills for successful teamwork and leadership.

Read each statement and decide how strongly the statement applies to you. Score yourself from 1 to 5, by circling the number, based on the following guide:

1=Does not apply to you 2= Applies half the time 5=Always applies to you.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | I realize it immediately when I lose my temper | 1 | 2 | 3 | 4 | 5 |
|  | I can “reframe” bad situations quickly | 1 | 2 | 3 | 4 | 5 |
|  | I am always able to motivate myself to do difficult tasks | 1 | 2 | 3 | 4 | 5 |
|  | I am always able to see things from the other person’s viewpoint | 1 | 2 | 3 | 4 | 5 |
|  | I am an excellent listener | 1 | 2 | 3 | 4 | 5 |
|  | I know when I am happy | 1 | 2 | 3 | 4 | 5 |
|  | I do not wear my “heart on my sleeve” | 1 | 2 | 3 | 4 | 5 |
|  | I am usually able to prioritize important activities at work and get them done | 1 | 2 | 3 | 4 | 5 |
|  | I am excellent at empathizing with someone else’s problem | 1 | 2 | 3 | 4 | 5 |
|  | I never interrupt other people’s conversations | 1 | 2 | 3 | 4 | 5 |
|  | I usually recognize when I am stressed | 1 | 2 | 3 | 4 | 5 |
|  | Others can rarely tell what kind of mood I am in | 1 | 2 | 3 | 4 | 5 |
|  | I always meet deadlines | 1 | 2 | 3 | 4 | 5 |
|  | I can tell if someone is not happy with me | 1 | 2 | 3 | 4 | 5 |
|  | I am good at adapting and mixing with a variety of people | 1 | 2 | 3 | 4 | 5 |
|  | When I am being emotional, I am aware of this | 1 | 2 | 3 | 4 | 5 |
|  | I rarely “fly off the handle” at other people | 1 | 2 | 3 | 4 | 5 |
|  | I never waste time | 1 | 2 | 3 | 4 | 5 |
|  | I can tell if a team of people are not getting along with each other | 1 | 2 | 3 | 4 | 5 |
|  | People are the most interesting thing in life for me | 1 | 2 | 3 | 4 | 5 |
|  | When I feel anxious I usually can account for the reason(s) | 1 | 2 | 3 | 4 | 5 |
|  | Difficult people do not annoy me | 1 | 2 | 3 | 4 | 5 |
|  | I do not speak falsely, misleadingly, or evadingly | 1 | 2 | 3 | 4 | 5 |
|  | I can usually understand why people are being difficult | 1 | 2 | 3 | 4 | 5 |
|  | I love to meet new people and get to know what makes them “tick” | 1 | 2 | 3 | 4 | 5 |
|  | I always know when I’m being unreasonable | 1 | 2 | 3 | 4 | 5 |
|  | I can consciously alter my frame of mind or mood | 1 | 2 | 3 | 4 | 5 |
|  | I believe you should do the difficult things first | 1 | 2 | 3 | 4 | 5 |
|  | Other individuals are not “difficult” just “different” | 1 | 2 | 3 | 4 | 5 |
|  | I need a variety of work colleagues to make my job interesting | 1 | 2 | 3 | 4 | 5 |
|  | Awareness of my own emotions is very important to me at all times | 1 | 2 | 3 | 4 | 5 |
|  | I do not let stressful situations or people affect me once I have left work | 1 | 2 | 3 | 4 | 5 |
|  | Delayed gratification is a virtue that I hold to | 1 | 2 | 3 | 4 | 5 |
|  | I can understand if I am being unreasonable | 1 | 2 | 3 | 4 | 5 |
|  | I like to ask questions to find out what is important to people | 1 | 2 | 3 | 4 | 5 |
|  | I can tell if someone has upset or annoyed me | 1 | 2 | 3 | 4 | 5 |
|  | I rarely worry about work or life in general | 1 | 2 | 3 | 4 | 5 |
|  | I believe in “Action this Day” | 1 | 2 | 3 | 4 | 5 |
|  | I can understand why my actions sometimes offend others | 1 | 2 | 3 | 4 | 5 |
|  | I see working with difficult people as simply a challenge to win them over | 1 | 2 | 3 | 4 | 5 |
|  | I can let anger “go” quickly so that it no longer affects me | 1 | 2 | 3 | 4 | 5 |
|  | I can suppress my emotions when I need to | 1 | 2 | 3 | 4 | 5 |
|  | I can always motivate myself even when I feel low | 1 | 2 | 3 | 4 | 5 |
|  | I can sometimes see things from other’s point of view | 1 | 2 | 3 | 4 | 5 |
|  | I am good at reconciling differences with other people | 1 | 2 | 3 | 4 | 5 |
|  | I know what makes me happy | 1 | 2 | 3 | 4 | 5 |
|  | Others often do not know how I am feeling about things | 1 | 2 | 3 | 4 | 5 |
|  | Motivation has been the key to my success | 1 | 2 | 3 | 4 | 5 |
|  | Reasons for disagreements are always clear to me | 1 | 2 | 3 | 4 | 5 |
|  | I generally build solid relationships with those I work with | 1 | 2 | 3 | 4 | 5 |

To total and interpret your results, transfer your scores to the calculation table below. Then calculate a total for each of the five key components by adding each of the columns.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Self  Awareness | | Managing Emotions | | Motivating Oneself | | Empathy | | Social  Skill | |
| 1 |  | 2 |  | 3 |  | 4 |  | 5 |  |
| 6 |  | 7 |  | 8 |  | 9 |  | 10 |  |
| 11 |  | 12 |  | 13 |  | 14 |  | 15 |  |
| 16 |  | 17 |  | 18 |  | 19 |  | 20 |  |
| 21 |  | 22 |  | 23 |  | 24 |  | 25 |  |
| 26 |  | 27 |  | 28 |  | 28 |  | 30 |  |
| 31 |  | 32 |  | 33 |  | 34 |  | 35 |  |
| 36 |  | 37 |  | 38 |  | 39 |  | 40 |  |
| 41 |  | 42 |  | 43 |  | 44 |  | 45 |  |
| 46 |  | 47 |  | 48 |  | 48 |  | 50 |  |
|  |  |  |  |  |  |  |  |  |  |
| **Total:** |  | **Total:** |  | **Total:** |  | **Total:** |  | **Total:** |  |

If you scored: 35 – 50: This area is a strength for you

18 – 34: This area may need attention and be a developmental opportunity for you

10 – 17: This area needs attention, and should be a developmental priority for you

|  |  |
| --- | --- |
|  | **Possible Emotional Intelligence Development Strategies** |
| Self-Awareness |  |
| Managing Emotions |  |
| Motivating Oneself |  |
| Empathy |  |
| Social Skill |  |