

## The Quick Emotional Intelligence Self-Assessment

This self-assessment questionnaire is designed to get you thinking about the various competences of emotional intelligence as they apply to you.

Remember, this tool is not a validated psychometric test - the answers you give are likely to vary depending on your mood when you take it.

### Step 1: Assess and score how much each statement applies to you

1 (Never) 2 (Rarely) 3 (Sometimes) 4 (Often) 5 (Always)

| #  | How much does each statement apply to you                           | Mark your score |   |   |   |   |
|----|---|-----------------|---|---|---|---|
| 1  | My feelings are clear to me at any given moment.                    | 1               | 2 | 3 | 4 | 5 |
| 2  | I accept responsibility for my reactions                            | 1               | 2 | 3 | 4 | 5 |
| 3  | I consider the impact of my decisions on other people               | 1               | 2 | 3 | 4 | 5 |
| 4  | I am able to show affection   | 1               | 2 | 3 | 4 | 5 |
| 5  | Emotions play an important part in my life                          | 1               | 2 | 3 | 4 | 5 |
| 6  | I find it easy to make goals and stick with them                    | 1               | 2 | 3 | 4 | 5 |
| 7  | I can tell easily tell if the people around me are becoming annoyed | 1               | 2 | 3 | 4 | 5 |
| 8  | My moods impact the people around me.                               | 1               | 2 | 3 | 4 | 5 |
| 9  | My relationships are safe places for me                             | 1               | 2 | 3 | 4 | 5 |
| 10 | I am an emotionally balanced person                                 | 1               | 2 | 3 | 4 | 5 |
| 11 | I sense it when a person's mood changes                             | 1               | 2 | 3 | 4 | 5 |
| 12 | I find it easy to share my deep feelings with others                | 1               | 2 | 3 | 4 | 5 |
| 13 | I find it easy to put words to my feelings                          | 1               | 2 | 3 | 4 | 5 |
| 14 | I am a very patient person  | 1               | 2 | 3 | 4 | 5 |
| 15 | I am able to be supportive when giving bad news to others           | 1               | 2 | 3 | 4 | 5 |
| 16 | I am good at motivating others                                      | 1               | 2 | 3 | 4 | 5 |
| 17 | My moods are easily affected by external events                     | 1               | 2 | 3 | 4 | 5 |
| 18 | I can accept critical comments from others without becoming angry   | 1               | 2 | 3 | 4 | 5 |
| 19 | I am generally able to understand the way other people feel         | 1               | 2 | 3 | 4 | 5 |
| 20 | People tell me I am a fairly cheerful person                        | 1               | 2 | 3 | 4 | 5 |
| 21 | I can easily sense when I'm going to be angry                       | 1               | 2 | 3 | 4 | 5 |
| 22 | I maintain my composure, even during stressful times                | 1               | 2 | 3 | 4 | 5 |
| 23 | My friends can tell me intimate things about themselves             | 1               | 2 | 3 | 4 | 5 |

|    |  |   |   |   |   |   |
|----|--|---|---|---|---|---|
| 24 | It is easy for me to make friends  | 1 | 2 | 3 | 4 | 5 |
| 25 | I have a clear understanding of my strengths and weaknesses.             | 1 | 2 | 3 | 4 | 5 |
| 26 | If an issue does not affect me directly, I don't let it bother me        | 1 | 2 | 3 | 4 | 5 |
| 27 | It genuinely bothers me to see other people suffer                       | 1 | 2 | 3 | 4 | 5 |
| 28 | People tell me I am sociable and fun                                     | 1 | 2 | 3 | 4 | 5 |
| 29 | I find it easy to describe my feelings                                   | 1 | 2 | 3 | 4 | 5 |
| 30 | I can restrain myself when I feel anger towards someone                  | 1 | 2 | 3 | 4 | 5 |
| 31 | I usually know when to speak and when to be silent                       | 1 | 2 | 3 | 4 | 5 |
| 32 | I like helping people  | 1 | 2 | 3 | 4 | 5 |
| 33 | Even when I'm upset, I'm aware of what's happening to me                 | 1 | 2 | 3 | 4 | 5 |
| 34 | I control urges to overindulge in things that could damage my well being | 1 | 2 | 3 | 4 | 5 |
| 35 | I care what happens to other people                                      | 1 | 2 | 3 | 4 | 5 |
| 36 | Others can depend on me  | 1 | 2 | 3 | 4 | 5 |
| 37 | I am able to stand apart from my thoughts and feelings and examine them  | 1 | 2 | 3 | 4 | 5 |
| 38 | I direct my energy into creative work or hobbies                         | 1 | 2 | 3 | 4 | 5 |
| 39 | I understand when people's plans change                                  | 1 | 2 | 3 | 4 | 5 |
| 40 | I am able to talk someone down if they are very upset                    | 1 | 2 | 3 | 4 | 5 |

## Step 2: Total and interpret your results

**Record** your 0,1, 2, 3, 4 scores for the questionnaire statements in the grid below. The grid organizes the statements into emotional competency lists.

| Self-Awareness |  | Self-Management |  | Social Awareness |  | Relationship Management |  |
|----------------|--|-----------------|--|------------------|--|-------------------------|--|
| 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                      |  |
| 29             |  | 30              |  | 31               |  | 32                      |  |
| 33             |  | 34              |  | 35               |  | 36                      |  |
| 37             |  | 38              |  | 39               |  | 40                      |  |

**Calculate** a total for each of the competencies.

|                 |  |                 |  |                 |  |                 |  |
|-----------------|--|-----------------|--|-----------------|--|-----------------|--|
| Total =<br>(SA) |  | Total =<br>(SM) |  | Total =<br>(SA) |  | Total =<br>(RM) |  |
|-----------------|--|-----------------|--|-----------------|--|-----------------|--|

**Interpret** your totals for each area of competency using the following guide.

|              |   |
|--------------|---|
| <b>35-40</b> | This area is a <b>strength</b> for you. Use as <b>leverage</b> to develop weaker areas. |
| <b>25-34</b> | <b>Giving attention and strengthening</b> where you feel you are weakest.               |
| <b>0-24</b>  | <b>Area of enrichment:</b> Make this area a <b>development priority</b> .               |

**Record** your result for each of the emotional competencies: strength, needs attention or development priority.

|                         | Strength | Needs attention | Development priority |
|-------------------------|----------|-----------------|----------------------|
| Self awareness          |          |                 |                      |
| Self Management         |          |                 |                      |
| Social Awareness        |          |                 |                      |
| Relationship Management |          |                 |                      |

## Step 3: Create next steps based on your data

**Consider** your results and identify two actions you can take immediately to strengthen your **emotional intelligence**.