

The Quick Emotional Intelligence Self-Assessment*





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Emotional intelligence (referred to as EQ) is your ability to be aware of, understand, and manage your emotions within yourself and with others. The assessment you are about to take will measure your current levels of EQ.

For this assessment, you will be presented with a series of statements. For each of these statements, you will rate to what regularity these items occur for you in your life, on a scale of 0 (Never) to 4 (Always). Think carefully and answer honestly. There are no right or wrong answers. Respond according to what is true for you in everyday situations, not what you would like to be. When you have rated each statement, transfer your totals for each of the domains to the bottom of the assessment to review your scores.

Rate each statement as follows: 0 (Never) 1 (Rarely) 2 (Sometimes) 3 (Often) 4 (Always)

Self-Awareness

I can identify my emotions at any given moment.

My emotions play an important part in my life.

My moods (good or bad) impact the people around me.

I can put words to my feelings.

My moods are affected by external events.

I can sense when I'm going to be angry.

I readily tell others close to me my true feelings.

I find it easy to describe my feelings.

Even when I'm upset, I'm aware of what's happening to me.

I am able to stand apart from my feelings and examine them.

Total _____

Self-Management

I accept responsibility for my reactions.

I set goals and stick with them.

I am an emotionally balanced person.

I am a patient person.

I can accept critical comments from others without becoming angry.

I maintain my composure, even during stressful times.

If an issue does not affect me directly, I don't let it bother me.

I can restrain myself when I feel anger towards someone.

I control urges to overindulge in things that could damage my well-being.

I direct my energy into creative work or hobbies.

Total _____

Social Awareness

When making a decision, I consider the impact of my decisions on others.

I can tell if people around me are becoming annoyed.

I can sense it when a person's mood changes.

I am able to be supportive when giving bad news to others.

I am able to understand the way other people feel.

My friends can open up, tell me personal things about themselves.

It bothers me to see other people suffer.

I usually know when to speak and when to be silent.

I care about what happens to other people.

I am okay with it when people's plans change at the last minute.

Total _____

Relationship Skills

I am able to show affection to others.

I have relationships that are safe places for me to be vulnerable.

I can share my deep feelings with others.

I am good at motivating others.

I am a fairly cheerful person.

It is easy for me to make friends.

People tell me that they enjoy my company.

I like helping people.

Others can depend on me.

I am able to make someone else feel better if they are very upset.

Total _____

Transfer your Scores Here: Score Summary Table

Domain	Score
Self-Awareness	
Self-Management	
Social Awareness	
Relationship Skills	

Measure your Effectiveness:

0 – 24	This is an area for enrichment. Consider developing both awareness (mindfulness) and skills in this area.
25 – 34	You are an functioning effectively. Consider strengthening this area.
35 – 40	This is an area of enhanced awareness and skills: Use these strengths as a leverage to develop your weaker areas.

*Quick Emotional Intelligence Assessment adapted for Caterpillar Inc. from a model by Paul Mohapel (paul.mohapel@shaw.ca)

Strategies to Improve Your Emotional Intelligence



Self-Awareness

Your ability to accurately perceive your own emotions in the moment and understand your tendencies across situations.

1. Stop judging your emotions and beating yourself up; just become aware of them and let them run their course.
2. Embrace your discomfort – it's OK to be stressed; just recognize it!
3. When experiencing a strong emotional state, take a moment to become aware of your physical feelings.
4. Think about what pushes your buttons and how you typically react.
5. Regularly stop and ask yourself "Why do I do the things I do?"
6. Take a step back and think: "how do I look to others?"
7. Take time to observe the ripple effect from your emotions e.g. does your mood effect the rest of the team?
8. About to make a key decision or send an important email? Stop!!! Check your emotional state and consider if you need to adjust before acting.
9. Keep a journal to track your emotions and tendencies.
10. Seek feedback and coaching.

Self-Management

Your ability to use your awareness of your emotions to stay flexible and direct your behavior positively.

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1. Breathe!
 2. Count to ten.
 3. Employ the 24 hour rule. Sleep on it before making that important decision or sending that email.
 4. Put a daily 15 minute meeting with yourself on your calendar. Use the time to unplug, go for a walk, and allow yourself to think clearly.
 5. Check the story you are telling yourself. Is it true? What would be a more empowering story to tell yourself?
 6. Make your goals known to others to provide you with motivation.
 7. Visualize what success will look like.
 8. Get a proper night's sleep – unplug, avoid caffeine in the pm.
 9. Focus on what you can control, not what you can't.
 10. Seek feedback and coaching.
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Social Awareness

Your ability to accurately pick up on emotions in other people and understand what is really going on with them.

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1. Greet people by name – it's an essential part of their identity.

 2. Watch body language – ask a poker player for advice!

 3. Work on your timing e.g. don't ask for a raise just after the boss has announced there will be layoffs.

 4. Master body language by becoming a people watcher.

 5. Clear distractions. A cluttered desk, poor time management skills gets in the way of clear thinking.

 6. Be in the moment – what is happening here, right now?

 7. Practice the art of listening – and then properly listen!

 8. Be relentlessly curious.

 9. Put yourself in the other person's shoes.

 10. Seek feedback and coaching.

Relationship Skills

Your ability to use your awareness of your own emotions and those of others to manage interactions successfully

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1. Be relentlessly curious.

 2. Be aware of your style and the styles of others e.g. DISC.

 3. Be clear and consistent with your actions.

 4. Acknowledge and validate the feelings and emotions of others.

 5. Be proactive in developing positive relationships.

 6. Only get mad on purpose – this means only getting mad at the right time with the right people and in the right situation.

 7. Explain your decisions, don't just make them.

 8. Make your feedback direct, timely and constructive.

 9. Tame the advice monster – slow the tendency to jump in with your own solution.

 10. Seek feedback and coaching.

Improving your Emotional Intelligence

Action Plan

What steps are you willing to commit to in order to enhance your workplace impact?

Learning with CLI



COACHING SERVICES

Create a coaching culture with our coaching services.



LEARNING SOLUTIONS

Customized learning experiences designed to grab the attention of your employees and allow them to apply gains immediately.



PERFORMANCE ASSESSMENTS

Our “best-in-class” assessments provide you with an affordable, valid and reliable tool as an option to commercial assessments. Let CLI show you how to leverage our custom-branded assessments to fit your needs.



STRATEGIC SOLUTIONS

Build a powerful and forward-looking strategy with our help.



MOTIVATIONAL EVENTS

CLI provides exciting hands-on experiential team events that build enthusiasm and collaboration. Choose from a variety of events that leave your team inspired and prepared to tackle challenges as never before.