

EMOTIONAL INTELLIGENCE SELF-ASSESSMENT QUESTIONNAIRE

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

Daniel Goleman first brought 'emotional intelligence' to a wide audience with his 1995 book of that name. He found that while the qualities traditionally associated with leadership such as intelligence, toughness, determination and vision are required for success, they are insufficient. Truly effective leaders are also distinguished by a high degree of emotional intelligence, which includes:

- **Self-awareness**

The ability to recognise what you are feeling, to understand your habitual emotional responses to events and to recognise how your emotions affect your behaviour 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 and 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.

What to do

1. Assess and score each of the questionnaire's statements. Score your assessment, using a scale where
 - a. 1 indicates that the statement does NOT apply at all
 - b. 3 indicates that the statement applies about half the time
 - c. 5 indicates that the statement ALWAYS applies to you
2. Total and interpret your results

3. Consider your results and identify one or two actions you can take immediately to strengthen your emotional intelligence. Assess and score how much each statement applies to you.

		01	02	03	04	05
01	I realise immediately when I lose my temper					
02	I can 'reframe' bad situations quickly	01	02	03	04	05
03	I am able to always motive myself to do difficult tasks	01	02	03	04	05
04	I am always able to see things from the other person's viewpoint	01	02	03	04	05
05	I am an excellent listener	01	02	03	04	05
06	I know when I am happy	01	02	03	04	05
07	I do not wear my 'heart on my sleeve'	01	02	03	04	05
08	I am usually able to prioritise important activities at work & get on with them	01	02	03	04	05
09	I am excellent at empathising with someone else's problem	01	02	03	04	05
10	I never interrupt other people's conversations	01	02	03	04	05
11	I usually recognise when I am stressed	01	02	03	04	05
12	Others can rarely tell what kind of mood I am in	01	02	03	04	05
13	I always meet deadlines	01	02	03	04	05
14	I can tell if someone is not happy with me	01	02	03	04	05
15	I am good at adapting and mixing with a variety of people	01	02	03	04	05
16	When I am being 'emotional' I am aware of this	01	02	03	04	05
17	I rarely 'fly off the handle' at other people	01	02	03	04	05
18	I never waste time	01	02	03	04	05
19	I can tell if a team of people are not getting along with each other	01	02	03	04	05
20	People are the most interesting thing in life for me	01	02	03	04	05
21	When I feel anxious I usually can account for the reason(s)	01	02	03	04	05
22	Difficult people do not annoy me	01	02	03	04	05

		01	02	03	04	05
23	I do not prevaricate	01	02	03	04	05
24	I can usually understand why people are being difficult towards me	01	02	03	04	05
25	I love to meet new people and get to know what makes them 'tick'	01	02	03	04	05
26	I always know when I'm being unreasonable	01	02	03	04	05
27	I can consciously alter my frame of mind or mood	01	02	03	04	05
28	I believe you should do the difficult things first	01	02	03	04	05
29	Other individuals are not 'difficult' just 'different'	01	02	03	04	05
30	I need a variety of work colleagues to make my job interesting	01	02	03	04	05
31	Awareness of my own emotions is very important to me at all times	01	02	03	04	05
32	I do not let stressful situations or people affect me once I have left work	01	02	03	04	05
33	Delayed gratification is a virtue that I hold to	01	02	03	04	05
34	I can understand if I am being unreasonable	01	02	03	04	05
35	I like to ask questions to find out what it is important to people	01	02	03	04	05
36	I can tell if someone has upset or annoyed me	01	02	03	04	05
37	I rarely worry about work or life in general	01	02	03	04	05
38	I believe in 'Action this Day'	01	02	03	04	05
39	I can understand why my actions sometimes offend others	01	02	03	04	05
40	I see working with difficult people as simply a challenge to win them over	01	02	03	04	05
41	I can let anger 'go' quickly so that it no longer affects me	01	02	03	04	05
42	I can suppress my emotions when I need to	01	02	03	04	05
43	I can always motivate myself even when I feel low	01	02	03	04	05
44	I can sometimes see things from others' point of view	01	02	03	04	05
45	I am good at reconciling differences with other people	01	02	03	04	05

		01	02	03	04	05
46	I know what makes me happy	01	02	03	04	05
47	Others often do not know how I am feeling about things	01	02	03	04	05
48	Motivations has been the key to my success	01	02	03	04	05
49	Reasons for disagreements are always clear to me	01	02	03	04	05
50	I generally build solid relationships with those I work with	01	02	03	04	05

TOTAL AND INTERPRET YOUR RESULTS

- Record your 1, 2, 3, 4, 5 scores for the questionnaire statements in the grid below. The grid organises the statements into emotional competency lists.

01		02		03		04		05	
06		07		08		09		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	
41		42		43		44		45	
46		47		48		49		50	

- Calculate a total for each of the 5 emotional competencies.

Total = (SA)		Total = (ME)		Total = (MO)		Total = (E)		Total = (SS)	
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- Interpret your totals for each area of competency using the following guide.

35-50 - This area is a strength for you.

18-34 - Giving attention to where you feel you are weakest will pay dividends.

10-17 - Make this area a development priority.