

# Self-Assessment Emotional Intelligence

**Instructions:** By rating each item from 1 to 5, you'll gain a clearer understanding of your EQ strengths and identify areas for improvement. Rate each statement from 1 to 5.

**1** = Strongly Disagree | **2** = Disagree | **3** = Neutral | **4** = Agree | **5** = Strongly Agree

## 1. Self-Awareness

- 1. I am aware of my emotions and can name them accurately.
- 2. I recognize how my emotions impact my decisions and behaviour.
- 3. I take time to reflect on my emotional responses in challenging situations.

## 2. Emotional Regulation

- 4. I stay calm and composed during stressful situations.
- 5. I can manage my emotions without letting them negatively impact others.
- 6. I use strategies like deep breathing or mindfulness to control my emotions.

## 3. Self-Motivation

- 7. I consistently work toward my goals, even in the face of setbacks.
- 8. I focus on solutions rather than dwelling on problems.
- 9. I set clear priorities and maintain a positive outlook when challenges arise.

## 4. Empathy

- 10. I actively listen to others without interrupting.
- 11. I can sense and understand the emotions of my team members.
- 12. I adjust my communication style based on others' emotional needs.

## 5. Social Skills

- 13. I build strong, positive relationships with my colleagues.
- 14. I am effective at resolving conflicts in a constructive manner.
- 15. I communicate my thoughts and feelings clearly and respectfully.

## 6. Leadership and Influence

- 16. I inspire and motivate others to achieve their best.
- 17. I address and manage team dynamics effectively.
- 18. I encourage open communication among team members.

## 7. Stress and Emotional Resilience

- 19. I can recover quickly from setbacks or failures.
- 20. I maintain a healthy work-life balance to manage stress effectively.
- 21. I use stress as a motivator rather than letting it overwhelm me.

## 8. Decision-Making

- 22. I take my emotions into account when making decisions.
- 23. I balance logical analysis with intuition in decision-making.
- 24. I remain confident in my decisions, even when faced with uncertainty.

## 9. Cultural and Emotional Adaptability

- 25. I am comfortable working with people from diverse cultural backgrounds.
- 26. I adjust my approach based on cultural or emotional differences.
- 27. I respect and appreciate different perspectives and values.

## 10. Workplace Emotional Intelligence

- 28. I foster a positive and inclusive work environment.
- 29. I handle workplace disagreements with professionalism and emotional maturity.
- 30. I encourage my team to develop their own emotional intelligence skills.

## Scoring Guide

**Notice here your score** for each topic.

Divide this score by 3 to see your average score per topic.

Interpretation of each score – see underneath.

Topic	Score for each Topic	Divide score by 3 for Average Score
1. Self-Awareness		
2. Emotional Regulation		
3. Self-Motivation		
4. Empathy		
5. Social Skills		
6. Leadership and Influence		
7. Stress and Emotional Resilience		
8. Decision-Making		
9. Cultural and Emotional Adaptability		
10. Workplace Emotional Intelligence		
<b>Total overall Score (out of 150)</b>		

### Ratings for Each EQ Topic

Add up your scores for the 3 questions (per topic)

Divide the total score by 3 to get an **average rating per topic**.

- Rating: **1–2.9** = Low Proficiency (Needs Improvement)
- Rating: **3–4.4** = Moderate Proficiency
- Rating: **4.5–5** = High Proficiency

### Total EQ Score (Overall)

Calculate the total average by adding the averages for all topics and **dividing by 10**.

- **Proficiency Level:** (e.g., Low, Moderate, or High Emotional Intelligence)

## Interpretation and Practical Tips

### If You Scored Low in a Topic:

- **Self-Awareness**  
Practice journaling your emotions or use mindfulness apps to develop awareness.
- **Emotional Regulation**  
Learn stress-management techniques like deep breathing or progressive muscle relaxation.
- **Self-Motivation**  
Set SMART goals and track your progress with a planner or accountability partner.
- **Empathy**  
Practice active listening by summarizing what you hear and validating emotions.
- **Social Skills**  
Enrol in communication or conflict resolution workshops.
- **Leadership and Influence**  
Seek feedback from peers and mentors on your leadership style.
- **Stress and Emotional Resilience**  
Develop a self-care routine and focus on work-life balance.
- **Decision-Making**  
Use decision-making frameworks to balance logic and emotion.
- **Cultural Adaptability**  
Attend diversity training programs to enhance cultural sensitivity.
- **Workplace EI**  
Promote team-building activities and encourage open feedback.

### If Your Overall EI Score is High:

Celebrate your strengths and look for opportunities to mentor others in their EQ-Journey. High emotional intelligence is a valuable leadership trait that enhances both personal and professional success.