

This self-assessment questionnaire is designed to get you thinking about the various competences of emotional intelligence as they apply to you. Remember any score is a good score and as a leader it is about insights. The questionnaire normally takes between 25 and 30 minutes.

What to do

Assess and score each of the questionnaire's statements. Score your assessment, using a scale where:

1 indicates that the statement **does NOT apply at all**

3 indicates that the statement **applies about half the time**

5 indicates that the statement **ALWAYS applies to you**

NUMBER	How much does this statement apply to you?	Mark your score
	Read each statement and decide how strongly the statement applies to YOU. Score yourself 1 to 5 based on the following guide. 1 = Does not apply 3 = Applies half the time 5 = Always applies	Circle the number that shows how strongly the statement applies.
1	I realise immediately when I lose my temper	1 2 3 4 5
2	I can 'reframe' bad situations quickly	1 2 3 4 5
3	I am always able to motivate myself to do difficult tasks	1 2 3 4 5
4	I am always able to see things from the other person's viewpoint	1 2 3 4 5
5	I am an excellent listener	1 2 3 4 5
6	I know when I am happy	1 2 3 4 5
7	I do not wear my 'heart on my sleeve'	1 2 3 4 5
8	I am usually able to prioritise important activities at work and get on with them	1 2 3 4 5
9	I am excellent at empathising with someone else's problem	1 2 3 4 5
10	I never interrupt other people's conversations	1 2 3 4 5
11	I usually recognise when I am stressed	1 2 3 4 5
12	Others can rarely tell what kind of mood I am in	1 2 3 4 5
13	I always meet deadlines	1 2 3 4 5
14	I can tell if someone is not happy with me	1 2 3 4 5
15	I am good at adapting and mixing with a variety of people	1 2 3 4 5
16	When I am being 'emotional' I am aware of this	1 2 3 4 5
17	I rarely 'fly off the handle' at other people	1 2 3 4 5
18	I never waste time	1 2 3 4 5
19	I can tell if a team of people are not getting along with each other	1 2 3 4 5
20	People are the most interesting thing in life for me	1 2 3 4 5
21	When I feel anxious I usually can account for the	1 2 3 4 5

	reason(s)					
22	Difficult people do not annoy me	1	2	3	4	5
23	I do not speak or act in an evasive way	1	2	3	4	5
24	I can usually understand why people are being difficult towards me	1	2	3	4	5
25	I love to meet new people and get to know what makes them 'tick'	1	2	3	4	5

NUMBER	How much does this statement apply to you?	Mark your score
	Read each statement and decide how strongly the statement applies to YOU. Score yourself 1 to 5 based on the following guide. 1 = Does not apply 3 = Applies half the time 5 = Always applies	Circle the number that shows how strongly the statement applies.
26	I always know when I'm being unreasonable	1 2 3 4 5
27	I can consciously alter my frame of mind or mood	1 2 3 4 5
28	I believe you should do the difficult things first	1 2 3 4 5
29	Other individuals are not 'difficult' just 'different'	1 2 3 4 5
30	I need a variety of work colleagues to make my job interesting	1 2 3 4 5
31	Awareness of my own emotions is very important to me at all times	1 2 3 4 5
32	I do not let stressful situations or people affect me once I have left work	1 2 3 4 5
33	Delayed gratification is a virtue that I hold to	1 2 3 4 5
34	I can understand if I am being unreasonable	1 2 3 4 5
35	I like to ask questions to find out what it is important to people	1 2 3 4 5
36	I can tell if someone has upset or annoyed me	1 2 3 4 5
37	I rarely worry about work or life in general	1 2 3 4 5
38	I believe in 'Action this Day'	1 2 3 4 5
39	I can understand why my actions sometimes offend others	1 2 3 4 5
40	I see working with difficult people as simply a challenge to win them over	1 2 3 4 5
41	I can let anger 'go' quickly so that it no longer affects me	1 2 3 4 5
42	I can suppress my emotions when I need to	1 2 3 4 5
43	I can always motivate myself even when I feel low	1 2 3 4 5
44	I can sometimes see things from others' point of view	1 2 3 4 5
45	I am good at reconciling differences with other people	1 2 3 4 5
46	I know what makes me happy	1 2 3 4 5
47	Others often do not know how I am feeling about things	1 2 3 4 5

48	Motivation has been the key to my success	1	2	3	4	5
49	Reasons for disagreements are always clear to me	1	2	3	4	5
50	I generally build solid relationships with those I work with	1	2	3	4	5

The next step:

Transfer your scores to the calculation table on the next page and total your results.

1. **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.

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		29		30	
31		32		33		34		35	
36		37		38		39		40	
41		42		43		44		45	
46		47		48		49		50	

2. **Calculate** a total for each of the 5 emotional competencies.
3. **Total and Record** your result for each of the emotional competencies from the above table to the single table below.
4. **SEND THE RESULTS BELOW BACK TO LORRAINE'S EMAIL ADDRESS BEFORE TUESDAY 21ST FEBRUARY.**

Total = SA		Total = ME		Total = MO		Total = E		Total = SS	
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