

# Practical EQ Self-Assessment

Your personal report across 5 competency areas.

“...the capacity for recognising our own feelings and those of others, for motivating ourselves and for managing emotions effectively in others and ourselves.”

— Daniel Goleman

Emotional intelligence (EI or 'EQ') helps you succeed, in leadership and life. This report explores your 'EQ' across five competency areas: Self-Awareness, Self-Management, Motivation, Empathy, and Relationship Management.

This report is prepared for: Steff 07/06/2016



[www.coachingleaders.co.uk](http://www.coachingleaders.co.uk)

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He has provided executive coaching, team facilitation and training in emotional intelligence to a client list which includes the National School of Government, Disney, GlaxoSmithKline UK and the NHS.

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07/06/2016

This self-assessment questionnaire is designed to get you thinking about the various competences of emotional intelligence as they apply to your life, so you can understand yourself better and get an idea of where you might want to make some changes or build on existing strengths. It is based on the five-competency model of emotional intelligence by Daniel Goleman in the book *Emotional Intelligence*.

The report describes your responses in this particular assessment, rather than performance at work. The answers you gave may have been influenced by your mood at that time that you took it. It does not claim to be any kind of diagnosis, so if you have scored low in any particular competency area, don't panic.

There are two courses of action you can take based on what you discover from this report, and you may choose to follow one or both of them. One is to organise your life or career path in such a way that you play to your strengths.

The other option is to work at improving your skills in a given area. If you want to improve your emotional intelligence, either to remedy skills gaps or to build further on your strengths, there are some pointers for each area at the end of this report. If you want some more suggestions for specific aspects, you can download the free [55 Ways To Increase Your Emotional Intelligence](#) tips booklet.

## How You Scored Across All Competency Areas



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## Self-Awareness

20%

**Emotional Self-Awareness is being able to have a good sense of your own abilities and current limitations.**

Self-Awareness is an area that you need to give some attention to, and it is worth reflecting on what is really important to you and how you are perceived by others.

## Self-Management

80%

**Emotional Self-Management is the ability to stay clear and focused, even when experiencing powerful emotions.**

Self-Management is a strength area for you. Make sure you maintain a reasonable work-life balance and allow sufficient time to recharge your energies in order to keep it that way.

## Motivation

20%

**Motivation is the ability to use your deepest emotions to move and guide you towards your goals.**

You may want to consider taking more breaks to recharge your energy levels, and think about what changes you want to make in your life. If this score were a message conveying useful information, what is it trying to tell you?

## Empathy

40%

**Empathy is the ability to sense, understand and respond to what other people are feeling.**

This is not a problem area, but you may benefit from making some improvements. You may find it worthwhile to take some time to consider what motivates others, and how you appear to them. This should give you some ideas about how to improve your relationships.

## Relationships

60%

**Relationship Management is the ability to manage, influence and inspire emotions in others.**

Although Relationship Management does not show up as a problem area, there is potential for improvement if you want to be more effective as a leader. It will be worth your while considering which aspects you could improve, even if overall performance is acceptable.

## What do we mean by Self-Awareness?

Emotional Self-Awareness is the ability to recognise what you are feeling, understanding your habitual emotional responses to events, and recognising 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.

### Self-Awareness

20%

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Self-Awareness is an area that you need to give some attention to, and it is worth reflecting on what is really important to you and how you are perceived by others.

## Improving Abilities

Below you will find some tips for improving your abilities. Don't try to put them all into practice at once. We suggest you start by selecting the two or three tips that appeal to you and trying them out.

- **Keep an emotional journal** Take ten minutes at the start and end of each day to write down your feelings, without judging or censoring yourself. Notice what you learn.
- **Don't judge your emotions** Whatever your feelings are, accept them as yours. You get to choose whether or not you act on them.
- **Emotions carry information** If a particular emotion had a message for you, what would it be?

## What do we mean by Self-Management?

Emotional Self-Management is 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.

### Self-Management

80%

**Emotional Self-Management is the ability to stay clear and focused, even when experiencing powerful emotions.**

Self-Management is a strength area for you. Make sure you maintain a reasonable work-life balance and allow sufficient time to recharge your energies in order to keep it that way.

## Improving Abilities

Below you will find some tips for improving your abilities. Don't try to put them all into practice at once. We suggest you start by selecting the two or three tips that appeal to you and trying them out.

- **Take responsibility for your feelings** Once you accept that these are your emotions and you are responsible for them, your attitude can change from the powerless; 'Why am I feeling this way?' to 'What do I need to do to change the way I feel?'
- **Take breaks** We have a natural cycle of rest and activity. Left to ourselves, we would have an hour and a half of activity followed by 20 minutes rest. The further we get from that natural cycle, the more stress we experience. So take a break in the middle of the morning and the middle of the afternoon, and leave work at a reasonable time.
- **Monitor your body for tension** Every so often, check your body for tension. If any areas are tense, relax them by imagining that you are breathing into them.

## So what is Motivation?

Motivation is 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.

### Motivation

20%

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You may want to consider taking more breaks to recharge your energy levels, and think about what changes you want to make in your life. If this score were a message conveying useful information, what is it trying to tell you?

## Improving Abilities

Below you will find some tips for improving your abilities. Don't try to put them all into practice at once. We suggest you start by selecting the two or three tips that appeal to you and trying them out.

- **Discover what you really want** If it's not easy to motivate yourself now, maybe you're not doing what you really want to do. What do you love doing so much you'd do it for free? What are you interested in? What excites you?
- **Clarify your values** Values are what's important to us. They motivate us and are our criteria for knowing if we are doing the right thing. To clarify your values for a given area of your life - e.g. career, health and fitness, relationships - make a list of what's important to you about that area. Are these values being satisfied in your life now?
- **Set smaller, achievable milestone goals** If you feel overwhelmed by how much you have to do to achieve a task, break it down into smaller, achievable steps.

## So what exactly is Empathy?

Empathy is the ability to sense, understand and respond to what other people are feeling.

Self-awareness is an essential underpinning of empathy. If you are not aware of your own emotions, you will not be able to read the emotions of others.

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40%

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## Improving Abilities

Below you will find some tips for improving your abilities. Don't try to put them all into practice at once. We suggest you start by selecting the two or three tips that appeal to you and trying them out.

- **Notice visual clues** You already have the unconscious ability to read another person's emotional state from subtle changes in their expression, their movements, their posture, their breathing, and changes in skin colour and muscle tension. You can improve this ability by consciously paying attention to these changes.
- **Put yourself in the other person's shoes** Briefly imagine that you are the other person. See things as they see them, stand as they stand, talk as they would talk, breathe as they breathe. Imagine how things look from their point of view and how the situation would feel from their perspective.
- **Notice your emotional responses** Sometimes you may seem to get a feeling from someone. This could be something that you have unconsciously picked up about how they are feeling - but you always need to check this guess against what they actually do, to make sure you are not 'projecting' your own feelings onto the other person.

## What do we mean by Relationship Management?

Relationship Management is 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.

### Relationships

60%

#### **Relationship Management is the ability to manage, influence and inspire emotions in others.**

Although Relationship Management does not show up as a problem area, there is potential for improvement if you want to be more effective as a leader. It will be worth your while considering which aspects you could improve, even if overall performance is acceptable.

## Improving Abilities

Below you will find some tips for improving your abilities. Don't try to put them all into practice at once. We suggest you start by selecting the two or three tips that appeal to you and trying them out.

- **Know what you want from your interaction** Every time you communicate with someone, have a desired outcome - even if it's just to establish or maintain contact. That way, you can know when you've achieved what you want.
- **Allow other people to have their emotions** If you accept your own feelings and know you can control them, you will feel much more comfortable with strong emotions in other people. Remember, just like you, they are doing the best they can.
- **Dealing with 'difficult' people** Don't just look at conflicts from your own point of view. Put yourself in the shoes of the 'difficult' person and notice how you appear to them. Also, look at the interaction between the two of you from a detached third-party viewpoint. These additional perspectives will give you extra information and give you more choices to resolve the conflict.

## Now What?

### If you need some emotional intelligence training

for leaders in your organisation, contact us.

### If you need some coaching to develop your

leadership skills, contact us.

### If you would like to use this assessment

with your clients, employees, course participants, or for research, contact us!

## Additional Material

Check out these knowledge products and free downloads; <http://webstore.coachingleaders.co.uk>

## Resources

Books by Andy Smith, including [Leadership EQ](#), are available on the Amazon Kindle store at [Amazon.com](#) or [Amazon.co.uk](#)

## How To Contact Us:

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## Who created this report?

This **Practical EQ Self-Assessment** was developed by Andy Smith, an experienced international trainer in Emotional Intelligence for executives, Appreciative Inquiry facilitation, and coaching skills.

