# Emotional Intelligence

## Emotional Self-Management Self Evaluation

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item | Always True | Usually True | Occasionally True | Not True | Don’t Know |
| I know which emotions I am experiencing |  |  |  |  |  |
| I am aware of my emotions |  |  |  |  |  |
| I allow myself to feel emotional |  |  |  |  |  |
| I take notice of my emotions |  |  |  |  |  |
| I can name the emotions I am feeling |  |  |  |  |  |
| I tell other people what I’m feeling |  |  |  |  |  |
| I take responsibility for my own feelings |  |  |  |  |  |
| I know what triggers different kinds of emotion in me |  |  |  |  |  |
| I can respond without being overwhelmed by emotion |  |  |  |  |  |
| I can express the right amount of feeling for the circumstances |  |  |  |  |  |
| I can be assertive when emotional rather than aggressive or passive |  |  |  |  |  |
| I know when my feelings are not being expressed |  |  |  |  |  |
| I make opportunities to express my feelings after an event, if needed |  |  |  |  |  |
| I know the ways that my feelings affect my performance |  |  |  |  |  |
| I regularly talk about my feelings to someone I trust |  |  |  |  |  |
| I reflect upon my feelings |  |  |  |  |  |
| I allow myself to feel vulnerable from time to time |  |  |  |  |  |
| I cry if I need to |  |  |  |  |  |
| I allow myself to withdraw from a situation in order to experience my feelings |  |  |  |  |  |
| I am aware of how my feelings are affected by people around me |  |  |  |  |  |

## Emotional Management (others)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item | Always True | Usually True | Occasionally True | Not True | Don’t Know |
| I know which emotions other people are experiencing |  |  |  |  |  |
| I am aware of other people’s feelings |  |  |  |  |  |
| I allow other people to feel their emotions |  |  |  |  |  |
| I take notice of other people’s feelings |  |  |  |  |  |
| I can name the emotions other people are feeling |  |  |  |  |  |
| I speak to other people about their feelings |  |  |  |  |  |
| I take responsibility for my own feelings when other people are feeling emotional |  |  |  |  |  |
| I know what triggers emotional responses is people I see regularly |  |  |  |  |  |
| I am aware of my own responses to other people’s emotions |  |  |  |  |  |
| I allow other people to express what they feel is right for the circumstances |  |  |  |  |  |
| I can be assertive when other people are being aggressive, passive or emotional |  |  |  |  |  |
| I am aware when other people are not expressing their feelings |  |  |  |  |  |
| I make opportunities for other people to express their feelings |  |  |  |  |  |
| I am aware of how I let other people’s feelings affect my performance |  |  |  |  |  |
| I regularly listen to someone I know well talking about their feelings |  |  |  |  |  |
| I reflect upon the way feelings are experienced and expressed in groups |  |  |  |  |  |
| I allow other people to feel vulnerable if they if they need to |  |  |  |  |  |
| I am comfortable when others cry if they need |  |  |  |  |  |
| I understand when others withdraw in order to experience their feelings |  |  |  |  |  |
| I am aware of how my feelings affect others around me |  |  |  |  |  |

## Emotions in Action

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item | Always True | Usually True | Occasionally True | Not True | Don’t Know |
| I feel comfortable even when people disagree with me |  |  |  |  |  |
| I can allow other people their own opinion |  |  |  |  |  |
| I can feel angry without taking it out on others |  |  |  |  |  |
| I can accept criticism without getting angry |  |  |  |  |  |
| I can voice my own opinions |  |  |  |  |  |
| I am able to remain positive even when the situation looks gloomy |  |  |  |  |  |
| I can allow myself to be sad and to experience the sadness without pushing it away |  |  |  |  |  |
| I can make decisions and act upon them |  |  |  |  |  |
| I can stop and assess a situation before I act or speak |  |  |  |  |  |
| I feel comfortable working with people from very different backgrounds to mine |  |  |  |  |  |
| I can enjoy diversity in the people around me |  |  |  |  |  |
| I will speak out for what I believe is right |  |  |  |  |  |
| I ask for help when I need it |  |  |  |  |  |
| I can let myself feel emotions without taking alcohol, a cigarette, drug or comfort eating |  |  |  |  |  |
| I am calm in a crisis |  |  |  |  |  |
| I can identify when my behaviour is unreasonable and stop it |  |  |  |  |  |
| I can manage uncertainty without having to have an answer straightaway |  |  |  |  |  |
| I can manage my emotions under pressure |  |  |  |  |  |
| I can take responsibility for my own part in events |  |  |  |  |  |
| I can admit a mistake and apologise |  |  |  |  |  |

For each item, allocate a score as follows: Always True (4), Usually true (3), Occasionally true (2), Not true (1), Don’t know (0)

|  |
| --- |
| /80 |

Emotional Self-Management Score =

|  |
| --- |
| /80 |

Emotional Management (others) =

|  |
| --- |
| /80 |

Emotions in Action =

|  |
| --- |
| /240 |

### Total Score =

## Interpreting Your Score

## 180-240

If your answers are accurate, your score suggests you have a sophisticated approach to emotional life. You seem to be able to manage your own emotions as well as coping with the emotions of others.

## 120-179

If your evaluations are accurate, you have a good foundation for developing your emotional intelligence further. Emotional intelligence is an asset that is worth nurturing. What do your scores tell you about your strengths? Are there any themes you can draw out from your lower scores? Did you get a particularly higher or lower score in one section over another? What does this tell you?

## 60-119

This is a reasonable score. It suggests you have some room to develop your emotional management skills. If your answers are accurate, it suggests you should make emotional self-management a development priority. What do your scores tell you about your strengths? Are there any themes you can draw out from your lower scores? Did you get a particularly higher or lower score in one section over another? What does this tell you? Which of these are aligned to your personal development goals? Identify which is your priority for further self-development.

## 0-59

If your scores are accurate, you may feel the emotional world is difficult to navigate. The good news is that emotional intelligence is an asset that can be developed. This test is not scientific and you may be better in some areas than others. For example, you may be very effective and calm in a crisis but only 1/60 questions relates to this. You might be better with some types of people than others (for example, children, elderly people). You may have been particularly harsh in your evaluation. If you feel that people misunderstand you and your motives much of the time, you are not alone, but it can be an uncomfortable place to be. What do your scores tell you about your strengths? Are there any themes you can draw out from your lower scores? Did you get a particularly higher or lower score in one section over another? What does this tell you? Which of these are aligned to your personal development goals? Identify which is your priority for further self-development.

Adapted from Cottrell, S. (2017). *Skills for Success: Personal Development & Employability.* Palgrave. London. pp109-112