



SELF-REFLECTION...

*...is the school of wisdom*



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# SELF-REFLECTION

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## SELF-IMPROVEMENT AS A DAILY PRACTICE

Leadership is a **complex and challenging responsibility** that requires constant development and improvement. One crucial aspect of being a successful leader is **self-reflection**. Self-reflection is a process of examining one's **thoughts, feelings, and actions** to gain insight into strengths, weaknesses, and areas for improvement. It is a tool for self-awareness that can help leaders identify their leadership style, values, and goals. Without self-reflection, leaders can become stagnant and ineffective, lacking the ability to **adapt to changing circumstances**.

As a leader, it's essential to take the time to reflect on your **performance, leadership style, and goals**. Self-reflection helps you identify your top strengths and areas that need improvement. It helps you to identify areas where you need to adjust, change, or leave behind. With this new awareness, you can take action to create the impact you want to see and become the best version of yourself.



*"There is nothing noble in being superior to your fellow man; true nobility is being superior to your former self."*

Ernest Hemingway

Reflecting on the following questions and gaining insight into your leadership style and goals can help you become a more effective and successful leader. It can also help you build stronger relationships with your team and create a positive work environment. So take the time to reflect on your leadership and make the necessary adjustments to become the best leader you can be.

# SELF-REFLECTION

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## ONE STEP AT A TIME

### Self reflection questions

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- On a scale from 1 to 5 :
  - How good are you at listening to your team members?
  - How good are you at sharing information?
  - How effective are you at delegating tasks to your team members?
  - How well do you handle conflict resolution within your team?
  - How well do you provide constructive feedback to your team members?
  - How well do you recognize and acknowledge your team members' contributions and accomplishments?
  - How well do you adapt to change and guide your team through transitions?
  - How well do you prioritize tasks and manage your time as a leader?
  - How well do you foster a positive work culture within your team?
  - How well do you communicate your goals for your team or organization?
- How could you improve on all of the above?
- What could you let go of right away that keeps you from being a good leader?
- What do you need to adjust to create the impact that you want to see?
- Do you compromise your integrity as a leader? If so, how?
- If you were one of your team members that were led by your current self, would you be satisfied?
- If we ask your future self about the lessons that are learned, what would your future self tell us?
- What are you noticing as you answer these questions?
- With this new awareness, what are you willing to do differently as of today?

# SELF-REFLECTION

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## EMOTIONAL INTELLIGENCE

I hope you've completed your self-reflective questionnaire prior to moving on to this next section! Your responses could provide **valuable insights** into your strengths and areas for improvement as a leader.

As you may know, **emotional intelligence** is a **critical skill** for effective leadership. Emotional intelligence involves the ability to **recognize and understand your own emotions**, as well as the **emotions of others**, and to use this understanding to **guide your thoughts and actions**.

In this follow-up self-assessment drawn from my [Emotional Intelligence course](#), we will focus on all 4 areas that make up this subject matter. The assessment will consist of a series of **statements that describe emotional situations or behaviors**, and you will be asked to rate how frequently each statement applies to you. Please answer each statement as honestly and accurately as possible.

This self-assessment is designed to help you reflect on your emotional intelligence and identify areas where you can improve. Emotional intelligence is **not a fixed trait**; it can be developed and enhanced over time with practice and effort.

By gaining a deeper understanding of your emotional strengths and weaknesses, you can become a more effective and empathetic leader, and create a **more positive and productive work environment** for your team.

# MEASURE YOUR EMOTIONAL INTELLIGENCE



## Self-awareness

	Never (1)	Rarely (2)	Sometimes (3)	Often (4)	Very Often (5)
I am aware and can recognize my feelings as soon as they arise	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I can identify and question my negative thinking patterns	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I use other people's feedback to identify my strengths and weaknesses	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am fulfilled with my professional life	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Score<sup>1</sup>

/20

<sup>1</sup>Answers are graded from 1 (« Never ») to 5 (« Very Often »)

Developing your self-awareness can help you:

- **Recognize and identify your feelings** as they arise, but mostly **understand your emotions and their impact on your behaviors**. Taking a step back to figure out what is going on inside of yourself enables you to **gradually control your impulses** or the reactions that are supposedly triggered by your environment.;
- Identify your **positive and negative sides**, recognize the parts of yourself you ought to improve to move forward in life, but also be able to ask for feedback from others to enhance your own understanding about the way you behave, and identify how you could evolve.

# MEASURE YOUR EMOTIONAL INTELLIGENCE



## Self management

	Never (1)	Rarely (2)	Sometimes (3)	Often (4)	Very Often (5)
I remain calm whenever I'm criticized or feeling frustrated	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I know how to calm myself when I'm under pressure or stressed	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I'm able to move on easily when I'm sad	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I focus easily on my long-term objectives	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Score

/20

Understanding your emotions opens up the path for a greater **self-management**. In fact, misunderstood emotions can trigger **uncontrolled reactions, behaviors** that have **low added-value**, or **compromise our relationships and more**. Perhaps today you could be:

- Losing your temper over circumstances that don't really deserve you to get angry;
- You're overwhelmed with stress at work and you either let it get to you, or you take it out on someone else;
- Trying to get rid of a bad habit or an addiction, reduce the time you're spending on TV or on your phone because you'd rather spend it otherwise, with your loved ones or trying to have a better routine.

Understanding our emotions also means taking responsibility for them, so we don't blame others for the way we feel

# MEASURE YOUR EMOTIONAL INTELLIGENCE



## Social Awareness

	Never (1)	Rarely (2)	Sometimes (3)	Often (4)	Very Often (5)
I understand other people's perspective even when I disagree with them	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I know how to listen to others without judging them	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I identify and understand other people's emotions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I understand how my behaviors affect others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Score

/20

A deeper understanding of ourselves enables us to be more **attentive to others' emotions and the way they behave**, we **understand their perspective better**, we become more aware of their needs and in turn, we can **treat them with empathy**. This approach implies that we ought to develop **active listening skills** (described later in the course)

When you talk to someone, do you listen to them with the sole intention to answer? Or do you actually try to understand them? Are you more focused on the thoughts you have in mind, the interpretations you make about what the other person is saying? Or do you try your best to really get what they try to tell you, leaving them enough time to formulate their ideas without interrupting them? Do you ask them questions so they can flesh out their thoughts, so you can avoid any misunderstanding? Or are you more inclined to give your opinion? Do you observe their body language, the way they feel? Or are you more focused on yourself?

You've probably noticed by now how, when you're frustrated and angry at someone, having an argument with someone, your patience and your willingness to listen may be running thin. Because what takes over in those moments, is only your **intention to be right**, to be heard, to impose your ideas, sometimes at the expense of healthy interactions



# MEASURE YOUR EMOTIONAL INTELLIGENCE



## Relationship management

	Never (1)	Rarely (2)	Sometimes (3)	Often (4)	Very Often (5)
I know how to manage situations of conflict	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I can bond easily with others	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I know how to manage other people's stress or anger	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I can easily admit to being wrong, having made a mistake...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Score

/20

Our ability to understand our emotions and those of others, therefore fosters our ability to **manage our relationships**, to be able to **resolve conflictual situations** without avoiding them, to learn how to manage other people's triggers and moods... These abilities ensure in turn the **sustainability of our professional involvement**.



# MEASURE YOUR EMOTIONAL INTELLIGENCE



## SUMMARY



1	Self-awareness	/20
2	Self management	/20
3	Social awareness	/20
4	Relationship management	/20
Total		/80

## Interpretation

FROM 16  
TO 37

Your emotions often get the better of you. You have a hard time managing your stress, your moods, you find it hard to contain your frustration. You fear conflict and have relationships that you don't find very fulfilling.

FROM 38  
TO 59

You know how to control yourself but you still have mood swings, moments where you lose control of yourself. Your relationships are heterogenous, you have good relationships with some people, but with others, things can be more tense, you may even be more distant or cold.

FROM 60  
TO 80

You're aware of your emotions and you don't let them get the best of you, neither in your life, discipline nor your relationships with others. You know how to handle conflict, know how to be humble and have fulfilling relationships with others.