

Leading with Emotional Intelligence

Informal Emotional Intelligence (EQ) Questionnaire

This Informal Emotional Intelligence (EQ) Questionnaire is designed to help you assess various aspects of your emotional intelligence, including self-awareness, self-regulation, motivation, empathy, and social skills. This is not a validated psychometric test. We will use this data as we discuss Daniel Goleman's EQ research at our upcoming workshop. To get the most from this skills assessment, honestly respond to each item using the following scale:

0 (Never) 1 (Rarely) 2 (Sometimes) 3 (Often) 4 (Always)

After completing the questionnaire, you will transfer your scores into the designated columns and identify areas of Strength, Development Zone, and Focus Zone.

Section 1	Score
I realize immediately when I lose my temper	
I know when I am happy	
I recognize when I am stressed	
I am aware when I am being 'emotional'	
When I feel anxious, I usually can account for the reason(s)	
I know when I'm being unreasonable	
Awareness of my own emotions is very important to me	
I can tell if someone has upset or annoyed me	
I can let anger 'go' quickly so that it no longer affects me	
I know what makes me happy	
Total for this section →	
Section 2	Score
I can 'reframe' bad situations quickly	
I do not wear my 'heart on my sleeve'	
Others find it difficult to tell what kind of mood I am in	
I remain calm when dealing with other people	
Difficult people do not annoy me	
I can consciously alter my frame of mind or mood	
When I leave work, I leave stressful situations and people behind	
I worry about work and life in general	
I suppress my emotions when I need to	
I am told it is difficult to know how I feel emotionally about things	
Total for this section →	

Section 3	Score
I know how to motivate myself to do difficult tasks	
I prioritize important activities at work and get them done	
I meet my deadlines no matter what	
I make the most of my time – I am not someone who wastes time	
I strive to communicate with transparency and not in an evasive way	
I believe I should do the difficult things first, before the easy things	
I believe in “work first, play second”	
I believe in approaching each day with purpose and renewed energy	
I motivate myself to do my work even when I feel low	
Staying motivated in good and bad times is a key to my success	
Total for this section →	
Section 4	Score
I see things from the other person's viewpoint	
I believe it is important to empathize with others' situations	
I know when someone I work with is not happy with me	
I can tell when a team of people are not getting along with each other	
I recognize and understand why people are upset with me	
I believe 'difficult' people aren't wrong, they are just 'different'	
I recognize when I am making the choice to be unreasonable	
I recognize when I am choosing actions that may offend others	
I believe that emotions are not problems to be solved	
Reasons for disagreements are easy for me to identify	
Total for this section →	
Section 5	Score
I am an excellent listener	
I avoid interrupting or talking over others in conversations	
I am comfortable interacting with a variety of people	
People are the most interesting thing in life for me	
I love to meet new people and get to know what makes them 'tick'	
I need a variety of work colleagues to make my job interesting	
I like to ask questions to find out what it is important to people	
I see working with difficult people as simply a challenge to win them over	
I easily reconcile differences with other people	
I build solid relationships with people at work	
Total for this section →	

Total Score Calculation:

After completing all sections, sum your scores from Sections 1 to 5 to get your Total Score. This score will help you understand your overall emotional intelligence level.

Transfer your 5 section scores into column C (Score) and then place a checkmark in the applicable column (D, E, F) to indicate areas of Strength, Development Zone, and Focus Zone:

A	B	C	D	E	F
Section	EQ Skill	Enter Your Section Scores:	31 – 40 Strength	16 – 30 Development Zone	0 – 15 Focused Opportunity
Section 1	Self-Awareness				
Section 2	Managing Emotions				
Section 3	Motivating Oneself				
Section 4	Empathy				
Section 5	Social Skill				

Interpretation Guide:

After transferring your scores into column C, evaluate each section's score to determine your areas of focus:

- **Strength (Column D):** Place a checkmark here if your score for that section is 31-40. This indicates that you possess strong skills in this area.
- **Development Zone (Column E):** Check this column if your score is between 16-30. This suggests that while you have some strengths, there is room for improvement.
- **Focus Zone (Column F):** Use this column for scores of 0-15. This indicates an area of opportunity and suggests a need for focused development.