

Your Emotional Intelligence Tendencies Insight Tool

Indicate the frequency that each statement describes you or your behavior by marking the appropriate number. When you're finished, add each column. Then, add column totals to calculate the grand total.

Focus on **Self**

Knowing your emotions: The ability to be aware of personal feelings and moods as well as understanding the reasons for and impacts of them.

	Never/Almost Never	Seldom	Sometimes	Often	Always/Almost Always
1. At any given time, I can accurately identify the emotions I'm feeling.	①	②	③	④	⑤
2. When I feel strong emotions, I try to figure out why I'm feeling that way.	①	②	③	④	⑤
3. I notice a connection between my mood and how I interact at work.	①	②	③	④	⑤
4. I recognize things that trigger emotional responses in me.	①	②	③	④	⑤
5. I reflect on my emotions after an event to better understand my reaction.	①	②	③	④	⑤
6. I know what I am feeling while I experience an emotion.	①	②	③	④	⑤
7. I know the reasons behind my emotions.	①	②	③	④	⑤



- | | | | | | |
|---|---|---|---|---|---|
| 8. When I get angry, I am able to identify exactly what caused the anger. | ① | ② | ③ | ④ | ⑤ |
| 9. I realize I'm in a bad mood before someone has to point it out to me. | ① | ② | ③ | ④ | ⑤ |
| 10. My emotions do not affect the choices and decisions I make. | ① | ② | ③ | ④ | ⑤ |

Column Totals: _____

Grand Total for Focus on Self: _____

Clear Form:

Scoring: Your Emotional Intelligence Tendencies **Insight Tool**

Focus on **Self**

► Score 10-20 **Eyes Closed**

Heavy personal workloads and leadership responsibilities can keep people from being aware of how they express emotions, as well as the impact that lack of awareness has on the productivity and morale of others. People in this category might not readily recognize or understand emotions in themselves.



Awareness tips

Name it, say it. Once you realize your emotional “buttons” are being pushed, quietly label the emotion to yourself, and then “tell it” vs. “show it.” Say, “I’m energized by the progress that’s being made...,” or “I’m disappointed that we’re having this conversation again...,” to properly convey your emotions.

Check yourself. Even if you don’t regularly show emotions, you still feel them. After an experience, check your reactions by asking yourself questions such as “How does this make me feel?” or “Is this frustration I am feeling reasonable and grounded?”

► Score 21-39 **Eyes Partly Open**

Consistency builds trust. Effective leaders respond predictably to emotional situations—no one needs to ask what mood the leader is in. People in this category sometimes recognize emotions in themselves but can lose focus depending on the circumstances.



Awareness tips

Get feedback. If you handle your emotions consistently, asking for feedback will give you more insight. (After you complete the “Acting on emotions in others” part of the insight tool, you might turn those statements into questions to pose to coworkers.)

Pay attention. For one week, keep a log of the emotions you feel and what you do or say to express them. Then, review the log and look for patterns in the way you managed or failed to manage your emotions. Awareness of your triggers will help you manage better the next time you are in a similar situation.

► Score 40-50 Eyes Wide Open

Being aware of one's emotions and knowing how and when to share them with others can create an open and trusting work environment. People in this category are perceptive and see the value in recognizing and understanding emotions in themselves.



Awareness tips

Share your experiences. Introspection and awareness of your emotions help you to empathize with others. As you listen to someone, find a memory that helps you relate to how the person is feeling. After you find the connection between your experiences, you can suggest resources and actions that helped you.

Work through negative emotions. Sharing how you felt about a situation helps to build trust. If the emotion was negative, also share how you worked through it to a more positive perspective and how you now feel about the situation. This helps to move people forward when they face challenges or changes.