

# EMOTIONAL INTELLIGENCE WORKSHEET



CREATING STRENGTH WHERE THERE ONCE WAS WEAKNESS.

## Emotional Intelligence (EQ) Questionnaire

Take a moment to analyze yourself objectively, answering each question as honestly as you can. The scoring is calculated individually for each component, and there are four components. The four components of Emotional Intelligence (EQ) are **self awareness, social awareness, self management, and relationship management**. By adding the point value of each answer, the end total will determine your level of awareness and strength in each category.

In acknowledging your personal response to each statement, you can observe which aspects of your emotional intelligence you should be aware of. There will be a description for each level of awareness. Utilize this worksheet with your best judgement and pay close attention to what resonates with you the most. Visualize yourself living each statement and be honest in your response. With this resource, you will be able to clearly define which aspects need your attention and then work from there.

### Scoring System

Scoring is as follows:

- Level C (lowest level/least awareness): Between 12 and 22 points
- Level B (medium level/mid-range awareness): Between 23 and 27 points
- Level A (highest level/high level of awareness): Between 28 and 36 points

Each level will have its own description compiled of recommendations, weaknesses, strengths, and potential causes. I always recommend taking time to further research what I am sharing in order to get the absolute most out of these concepts. Everyone has a different perspective on and experience of life, so there is no cut & dry “solution” and it is not one-size-fits-all. If you are seeking a more customized and focused recommendation regarding your emotional intelligence, please reach out to me personally and I would be happy to help you with that.

<b>COMPONENT A: SELF AWARENESS</b>	<b>Disagree (1 point)</b>	<b>Somewhat Agree (2 points)</b>	<b>Agree (3 points)</b>
I am aware of my current emotional state and why it exists.			
I analyze my emotions and feelings as they arise, seeking understanding for what they represent.			
I am willing to speak about my emotions when necessary.			
I am aware of and understand my harmful/undesired emotional reactions and work to correct them in a healthy manner.			
I am aware of and understand all of my emotional, physical, and mental strengths and have confidence in them.			
I feel like I know who I am.			
When I enter a room full of people, I feel confidence and openness.			
My voice is full and clear when I speak to others.			
I have no fear in speaking to authoritative figures, but instead feel competent and rooted.			
I notice my own facial expressions and body language when communicating with others and am aware of how I respond.			
I do not feel inferior when I need to ask for help.			
I am capable of integrating emotion into conversations in a healthy manner.			
<b>TOTAL:</b>			<b>/36</b>

## Level A: Between 28 and 36 Points

If you scored in this range for component A, you are more than likely already aware of what your weaknesses and strengths are. You seldom feel insecure, have a stable relationship with yourself, and are able to manage your emotions on a focused and mature level. People who score in this range are more likely to be recognized at work, earn raises more easily, are able to ask for help when needed, and have confidence in their speaking. You may have had a good mentor when growing up, a strong family structure, and your

parents often acknowledged your emotional and physical needs. Having any of these present during childhood gives the individual a solid foundation to develop their self-awareness on, even at a young age.

If there is anything you should focus on in this component, it would be to continue maintaining a healthy relationship with yourself, acknowledge your body language, never hesitate to ask for help, and continue curating the best version of yourself without comparing your path to others. **Be careful to not let your ego get in the way**, as sometimes when we are feeling bold, we have judgmental thoughts about others and their paths. Just because we have self-awareness, does not mean we are better than anyone else. 😊

## Level B: Between 23 and 27 Points

If you scored between 23 and 27 points, you may be unaware of your personal strengths and weaknesses, which could end up hurting you. People who score in this range may also be unaware of their emotional states and why it exists. On the other hand, they may be aware of the emotion, but are unsure of how to manage or express it in a healthy manner, though they desire to do so. You may catch yourself holding on to or bottling your emotions because you aren't exactly sure why they are present or what they are saying to you. This could be the result of not having your needs met as a child, being held to higher standards than is normal, and growing up around other individuals who avoid expressing or acknowledging their emotions.

First thing is first, you need to understand the way you feel and what it means. Negative and positive emotions are a form of your soul communicating and aiming to guide you. Listen to these feelings, all of them. Go into meditation with the intention of understanding your emotions. If you aren't sure where to start with expressing yourself emotionally, I recommend buying a personal journal and carrying it with you. Write down your emotions as they arise, the thought that led to it, and what you think it means. Reflect on it the next day or later that night. Teach yourself and avoid bottling your feelings, as they truly are important messages.

## Level C: Between 12 and 22 Points

If you scored between 12 and 22 points, consider that self-awareness should be your focus, as it is necessary for other EQ components to thrive. Having self-awareness creates a positive sense of identity, makes you feel safe and secure in your own roots, and can open the door to new opportunities. Without self-awareness, we are left feeling lonely, depressed, misunderstood, and often get ourselves into bad situations. You may have a very quiet voice when you speak, fear any form of authority, do not give yourself time to understand your emotions, and can have a hard time managing them. This could be the result of an unstable family structure, poor communication skills within the family, or simply being depleted of emotional support during adolescence.

As recommended in Level B, carry a journal with you and map out your emotions. Take note of your body language, are you slouching? Stand up straight with your head up high and relax your facial muscles. Anytime you catch yourself slouching, pick yourself up. By tracking your emotions, reading into your Astrological Birth Chart, and literally writing down your strengths and weaknesses, you can boost your confidence and self-awareness immediately. As we age, we usually become more self-aware, so keep in mind that you are always developing and can make positive changes at any time. Might as well start now! (See Levels A & B)

<b>COMPONENT B: SOCIAL AWARENESS</b>	<b>Disagree (1 point)</b>	<b>Somewhat Agree (2 points)</b>	<b>Agree (3 points)</b>
I am empathetic to others troubles and feel a sense of sadness when I see them struggling.			
I analyze and offer potential solutions to other's complications when they are expressed to me.			
People are comfortable communicating their emotions and feelings with me.			
When working with others, I am aware and appreciative of their strengths and contributions.			
I acknowledge, consider, and have gratitude for the roles my friends and family play in my life.			
I am aware and considerate of the roles I play in other's lives.			
I have a strong desire to help others.			
I am aware of the needs of my peers and society.			
I am aware of the impact my work has on my peers and society.			
I am a proactive listener and am receptive in conversation.			
I often find myself in deep, meaningful conversation with others.			
I am open to expressing my desires, needs, fears, and goals with those around me.			
<b>TOTAL:</b>			<b>/36</b>

## Level A: Between 28 and 36 Points

If you scored in this range for component B, social-awareness may come naturally to you. Working and collaborating with other like-minded individuals is a fun and easy task for you. You take responsibility for the impact you have on those around you and are even empathetic to others needs and desires. If you're like me, you are constantly scanning your brain for potential solutions when someone is venting to you about their problems. You may have even focused your career on something involved with helping others and partake in humanitarianism. Growing up around people who are kind, caring, and empathetic to you often results in a socially aware individual who aims to treat people with the same respect.

Though people often come to you for emotional support and help with their personal problems, know that you are not always (or ever) obligated to give them all of your energy. Sometimes, we give up too much of ourselves in hopes that we can truly solve another individual's problems and change their lives. **Often, these people constantly coming to us for help are receiving repeated lessons and may be trying to avoid dealing with them on their own.** Use your best judgement in how much of yourself you give to others.

## Level B: Between 23 and 27 Points

If you scored between 23 and 27 points, you may be perfectly capable of working with and being around other individuals, but tend to avoid having to do so. You might not be great with deep conversation and possibly feel too vulnerable to really open up when things get interesting. You don't mind connecting with people, but often only do so with the ones who spark your interests or have something to offer. I know... harsh truth. If you grew up around people who have a hard time being genuine with others, or if you had a hard time getting along with others as a child, this may have impacted your social-awareness.

(It makes sense! Why would you want to get to know others when they only ever "treated you poorly?" Let me tell ya, not everyone is this way, and the more genuine you become, the more authentic people you'll encounter.)

In curating a greater level of social awareness, the desire to connect with others is a must. We all desire to be loved and appreciated, so if we can give that to someone else, we are more likely to receive it in return. Put out into the world what you wish to get in return. Find a unique or new topic that intrigues you, join groups, and put effort towards collaboration. The more like-minded individuals you encounter, the more you will enjoy working in groups and being active in the community. To be a genuine person, all you have to do is **listen and be receptive**. Do not worry or think about what to say next, be respectful even when you disagree, and acknowledge their passions. Show excitement when they get excited, it encourages them to continue their work and spreads love in ways you cannot imagine. Eventually, you become okay with being vulnerable, understanding that it shows others that they can be vulnerable too.

## Level C: Between 12 and 22 Points

If you scored between 12 and 22 points, your level of social awareness may be having a negative impact on your quality of life. People in this range often have a hard time working in groups effectively, developing strong and meaningful relationships, and are unable to empathize with and relate to others. They tend to spend most of their time in solitude and often do not consider what their life may be like without certain individuals. Growing up as an only child or with few friends, not having your parents around much, and feeling singled out can result in an unhealthy level of social awareness. If you haven't endured much struggle or loss, it may be harder for you to relate to those who have.

To increase your social-awareness, begin with the relationship you have with your parents. See if you can explore their minds and have a genuine conversation with them. It is liberating to know your parents on a deeper level and can strengthen the relationship you have with them and impact the way you communicate with others. As stated in Level B, join groups and seek friendships with individuals who share the same interests. Practice talking in the mirror if you easily get nervous, record yourself and notice the facial expressions you make, how others may perceive them, and **practice integrating emotion**. (Read Levels A & B)

<b>COMPONENT C: SELF MANAGEMENT</b>	<b>Disagree (1 point)</b>	<b>Somewhat Agree (2 points)</b>	<b>Agree (3 points)</b>
I don't normally experience outbursts of anger, frustration, or sadness.			
I tend to stay away from others when I am in a bad mood to avoid further conflict.			
I am able to schedule my work and execute it effectively with minimal distractions.			
I give myself time to think about my response when someone sends me an angry or hurtful message.			
When making big decisions, I give myself time to consider my options and examine potential outcomes.			
I rarely make impulsive purchases & my shopping is usually planned.			
I am open to making friends with mutuals when they are introduced to me.			
I adapt easily to changes at work.			
I always look at and appreciate the silver-lining when things seem 'bad.'			
I am one to step up to a task that others are not interested in doing.			
I manage my responsibilities with diligence and in a timely manner.			
I spend time outside of school researching and self-educating.			
<b>TOTAL:</b>			<b>/36</b>

## Level A: Between 28 and 36 Points

If you scored in this range for component C, you are likely to be a goal-setter who knows their limits and can maintain self-discipline to keep themselves on the right track. With things like planners, to-do lists, and digital reminders, you hardly ever get distracted or out of line. You manage to set realistic goals for yourself and execute them on a timely schedule. By being taught self-sufficiency, having responsible and disciplined parents, and being in a predominantly positive atmosphere, you've evolved into an individual who is capable of running their own life successfully.

Self-management involves managing our emotions, finances, goals, education, and our work. By prioritizing and delegating, you manage to keep life tidy. The only thing I can recommend is to let loose once in a while. It is okay to get off schedule every few weeks or so! If you are truly self-managed, you will always be capable of bouncing back. Do not beat yourself up if you get into a sad funk for a short period, forget about an appointment, or send homework in late. This is normal and healthy, so **let it happen once in a while**. Life is not that serious! 😊

## Level B: Between 23 and 27 Points

If you scored between 23 and 27 points, self-management may not be as easy for you to embody, but is a realistic ideal which you are actively aware of and have a desire to enhance. Self-management is not as easy to enact if you do not know what it looks like. Having parents who were often late to appointments, being close with a pessimistic family member or friends, or growing up around impulsive individuals can hinder our awareness of self-management and alter our perspective in a negative way. We are like sponges as children, soaking up all the habits, concepts, and beliefs around us, even if they are not healthy ones.

If you weren't already aware, **all of our mental paradigms can be transformed**. To see the silver lining in situations, you need to look for and appreciate it. Appreciate and acknowledge any lessons the universe brings you, maintain a schedule for important dates, set reminders on your phone, and physically write down detailed goals. I keep a "goal tracker" spreadsheet, updating it monthly. After a while, you naturally begin accomplishing these goals and notice your mentality transforming to a more positive outlook. For trouble managing finances, curate a finance tracker spreadsheet and refer to it weekly. (Reach out to me for my personal version if you have a hard time creating one!)

## Level C: Between 12 and 22 Points

If you scored between 12 and 22 points, self-management may be a difficult concept for you to maintain and you may not even be aware of the impact it has on your self-confidence and happiness. When we do not set goals, or feel as though we could not meet goals even if we had set them, we end up feeling shameful and insecure about ourselves. This can be the result of growing up around individuals with little motivation or drive, being convinced that we are incapable of manifesting our desires, or simply not being taught how to manage ourselves. Without having an example of what self-management is and does, we are absolutely unaware of how to bring it into our own lives.

**Self management is catching yourself even before you slip-up.** Creating a personal schedule for hobbies, work, payments, and GOALS is a great place to start. Make lists of your physical needs, large tasks to take care of, and your desires. Keep this all in one journal for ease of access. Eventually it becomes something you look forward to doing because you know what the results look like- SUCCESS! Track your finances on an excel spreadsheet or in the "notes" section of your phone. There is an app called "Personal Capital" that I use which tracks my 401k, my bank account, credit card, and my Robinhood Stock Investments. Download this to track what you spend the most money on and how you can cut your expenses. It is a very helpful app in setting financial goals and watching your spending.

To self-manage your emotions, I recommended in an earlier section to physically write down your emotions as they arise, the thought that lead to it, what you think it means, and how long it lasts. This will help you recognize patterns and what triggers certain emotions. (Read Level A & B)

<b>COMPONENT D: RELATIONSHIP MANAGEMENT</b>	<b>Disagree (1 point)</b>	<b>Somewhat Agree (2 points)</b>	<b>Agree (3 points)</b>
I encourage friends and family to further their education and maintain good health.			
I get excited for friends when they share their new hobbies with me.			
I encourage my significant other to engage in their own personal development and give them space to do so.			
I am open to engaging in new hobbies with friends and family.			
I am willing to change my internal dialogue in order to have more meaningful relationships.			
When my friend expresses that they will no longer engage in an unhealthy habit we both partake in, I am willing to participate with them and respect their choice either way.			
I respond with respect, calmness, and caution when a conversation I am in gets heated.			
I am neutral and do not "choose sides" when two friends are arguing.			
I am willing to resolve conflict with an individual in person and in a respectful manner.			
When working on projects with others, I am able to communicate and collaborate with my peers in an efficient manner.			
I encourage group activities and enjoy networking with other individuals who partake in the same hobbies as myself.			
I am eager to learn new things and gain new skills when I collaborate with others on group projects, whether it is creative or professional.			
<b>TOTAL:</b>			<b>/36</b>

## Level A: Between 28 and 36 Points

If you scored in this range for component D, relationship management is something you are constantly aware of and you are able to make just about anyone comfortable around you. Relationship management is vital to having a healthy perspective on society and those closest to you. In group work, you likely give gratitude and credit where it is due and willingly developing relationships with those you work with. Individuals who maintain healthy relationship management are often the go-to friend, the one people can really confide in and be vulnerable around. Being taught how to be receptive to others, having a supportive family, and being shown respect and responsibility all contribute to an individual's relationship management.

If your significant other says they want to start going to the gym instead of watching Netflix in bed all day with you, you don't get upset or jealous. You might even offer to join them. **Expressively appreciating individuals for their unique skills** is the only recommendation I would make. Encourage others to master themselves, whether it be with or without you!

## Level B: Between 23 and 27 Points

If you scored between 23 and 27 points, you might have a hard time accepting change, though you know it is vital for real growth. You may acknowledge that there are habits you should kick and routines you should pick up, but are hesitant to do so. When your friend shares that they are quitting a bad habit you both partake in, you almost get upset that they won't be validating your unhealthy habit. Your first response might not be encouragement for them to quit, but sadness that they are, or envy that you are not. This results from constantly comparing ourselves to our peers, growing up around individuals who enable each other's bad habits, or not being exposed to much positive change.

If it upsets you to see your peers and friends picking up healthy habits, ask yourself why. Do you feel incapable of doing what they are doing? You absolutely are capable of whatever it is. Encourage positive change, join your friends on new routines, and collaborate with each other to curate healthy lifestyles. Do not compare yourself to anyone, only to who you were before. In conflict, step back and analyze the greater picture. Dissociate from your thoughts and emotions and allow yourself to observe the situation objectively- not just from your own point of view.

## Level C: Between 12 and 22 Points

If you scored between 12 and 22 points, relationship management is a concept you should work to be more aware of. You may have had the same bad habits for years, probably are not willing to join friends who change their habits, and have a hard time altering your internal dialogue to suit conversational and relationship needs. Being aware that these are damaging your personal development is indeed the first step. This can result from growing up in a household that rarely changed its dynamics (diet, jobs, relationships) to suit the needs of each family member on a focused level and wasn't very attentive to each individual relationship.

Lack of respect for boundaries, no desire to encourage growth within others, and inability to collaborate with individuals can tremendously hinder your growth and hurt the relationship you have with others when they do desire to change. By handling conflict with respect, love, and kindness, you are more likely to avoid any further issues. When you are capable of transforming with other individuals, life is much more enjoyable. If the way we are communicating with a friend is hurting them or making them feel disrespected, we need to acknowledge that and alter our internal dialogue to change the way we communicate with them.

By acknowledging the role people play in our lives, expressing gratitude for them, and respecting them, we are better equipped to go out into the world and network, collaborate, and transform with individuals on a larger scale. Success is built off good relationship management. What is the point of life if we don't have each other around? (Read Levels A & B)