

Mini Emotional Intelligence Test and Workbook

Name: _____ Date: _____

Work your way through the test, then read through the interpretive guidelines for the various typical profiles and pairings of competencies. Then, read through how these typical profiles affect the different areas of your life and work.



Emotional and Social Skills

		STRONGLY AGREE(SA)	AGREE(A)	NEUTRAL(N)	DISAGREE(D)	STRONGLY DISAGREE(SD)
Point Value		5	4	3	2	1
1	I have a healthy level of self-respect.					
2	I'm comfortable with my general appearance.					
3	If someone criticizes me, I'm able to put their feedback into perspective and keep my emotional balance.					
4	I make it a habit to take time for personal and professional development.					
5	My plans for the future are motivating and energizing.					
6	It's easy for me to stay active doing things that I find most fulfilling.					
7	My emotional life is rich and varied.					
8	I'm in touch with the way I feel in most situations.					
9	I'm seldom, if ever, "hijacked" or caught off guard by my emotional responses to situations.					
10	I easily express my feelings.					
11	I enjoy showing my feelings to others.					
12	People tell me they always know how I feel about things.					
13	I am able to express my needs and opinions to others.					
14	I let others know when I believe they are ignoring my rights in a situation.					
15	I believe that expressing my honest opinion is important in maintaining good relationships.					
16	I prefer to make my own decisions.					

Emotional and Social Skills

		STRONGLY AGREE(SA)	AGREE(A)	NEUTRAL(N)	DISAGREE(D)	STRONGLY DISAGREE(SD)
Point Value		5	4	3	2	1
17	When working alone, I maintain a sure sense of purpose and directions.					
18	When working with others, I take the initiative on independent projects.					
19	I am comfortable sharing my deep feelings with good friends.					
20	My life is enriched by family and close friends.					
21	Others feel comfortable confiding in me.					
22	I'm good at discerning the way other people perceive their situations, even if different from mine.					
23	I easily tune into the feelings of others around me in order to assess the 'emotional climate' of any group.					
24	I appreciate it when people treat others with respect and kindness.					
25	Helping others outside my immediate family and group of friends is important to me.					
26	I impress others as dependable and reliable.					
27	It's not in my nature to take advantage of others.					
28	When confronted by a new challenge, I find it easy to decide on the best course of action.					
29	Even if it takes a long time to deal with a problem, I rarely get discouraged and give up.					
30	Even with an overload of information about all the options, I can still make the tough decisions.					
31	I'm aware of how my thoughts and beliefs impact my evaluation of circumstances.					
32	I learn about different aspects of any issue or problem before taking action.					

Emotional and Social Skills

		STRONGLY AGREE(SA)	AGREE(A)	NEUTRAL(N)	DISAGREE(D)	STRONGLY DISAGREE(SD)
Point Value		5	4	3	2	1
33	I like to double check my facts to ensure the accuracy of assumptions.					
34	I'm not quick to anger or hot-headed.					
35	I am steady, patient and focused in achieving goals.					
36	I don't give in easily to temptations or distractions.					
37	It's my nature to remain balanced and calm even when things don't go as planned.					
38	Others tell me that I deal well with change.					
39	I am energized by the excitement, even the uncertainty, of beginning a new project.					
40	I usually calm down quickly after a crises has passed.					
41	I seldom get annoyed or stressed out by events.					
42	People look to me for calm assurance and guidance when things get tough.					
43	I move forward with confidence despite setbacks.					
44	I am confident about my ability to handle the unexpected.					
45	In my experience, disappointments, in the longer term, are just stepping stones to success in disguise.					
46	I'm an upbeat person who enjoys life.					
47	People consider me uplifting and fun.					
48	I'm seldom, if ever, depressed or 'down' about things.					

DIRECTIONS

For each competence below, go to the statements listed and add up your total results for those three statements. **For each 3-statement competency:**

- If you scored **3-9 total**, this is probably an area that needs improvement.
- If you scored **10-11 total**, your score is better, but still indicates you'd likely benefit from improvement.
- If you scored **12-13 total**, you are probably in the average range.
- If you scored **14-15 total**, you are probably above average in this area.

Often the most revealing aspect of this assessment is the degrees of difference between different scores, an amazingly helpful indicator of performance and behavior. Graph your results on the graph page.

SELF-PERCEPTION

Self-Regard (Statements 1-3) is respecting oneself while understanding and accepting one's strengths and weaknesses. Self-regard is often associated with feelings of inner strength and self-confidence.

Total points: _____

Self-Actualization (Statements 4-6) is the willingness to persistently try to improve oneself and engage in the pursuit of personally relevant and meaningful objectives that lead to a rich and enjoyable life.

Total points: _____

Emotional Self-Awareness (Statements 7-9) includes recognizing and understanding one's own emotions. This includes the ability to differentiate between subtleties in one's own emotions while understanding the cause of these emotions and the impact they have on the thoughts and actions of oneself and others.

Total points: _____

SELF EXPRESSION

Emotional Expression (Statements 10-12) is openly expressing one's feelings verbally and non-verbally.

Total points: _____

Assertiveness (Statements 13-15) involves communicating feelings, beliefs, and thoughts openly, and defending personal rights and values in a socially acceptable, non-offensive, and non-destructive manner.

Total points: _____

Independence (Statements 16-18) is the ability to be self-directed and free of emotional dependency on others. Decision-making, planning, and daily tasks are completed autonomously.

Total points: _____

INTERPERSONAL

Interpersonal Relationship (Statements 19-21) refers to the skill of developing and maintaining mutually satisfying relationships that are characterized by trust and compassion.

Total points: _____

Empathy (Statements 22-24) is recognizing, understanding, and appreciating how other people feel. Empathy involves being able to articulate your understanding of another's perspective and behaving in a way that respects the feelings of others.

Total points: _____

Social Responsibility (Statements 25-27) is willingly contributing to society, to one's social groups, and generally to the welfare of others. Social Responsibility involves acting responsibly, having social consciousness, and showing concern for the greater community.

Total points: _____

DECISION MAKING

Problem Solving (Statements 28-30) is the ability to find solutions to problems in situations where emotions are involved. Problem solving includes the ability to understand how emotions impact decision making.

Total points: _____

Reality Testing (Statements 31-33) is the capacity to remain objective by seeing things as they really are. This capacity involves recognizing when emotions or personal bias can cause one to be less objective.

Total points: _____

Impulse Control (Statements 34-36) is the ability to resist or delay an impulse, drive, or temptation to act. It involves avoiding rash behaviors and decision making.

Total points: _____

STRESS MANAGEMENT

Flexibility (Statements 37-39) is adapting emotions, thoughts, and behaviors to unfamiliar, unpredictable, and dynamic circumstances or ideas.

Total points: _____

Stress Tolerance (Statements 40-42) involves coping with stressful or difficult situations and believing that one can manage or influence situations in a positive manner.

Total points: _____

Optimism (Statements 43-45) is an indicator of one's positive attitude and outlook on life. It includes remaining hopeful and resilient, despite occasional setbacks.

Total points: _____

WELL BEING INDICATOR

Happiness (Statements 46-48) is the ability to feel satisfied with one's life, to enjoy oneself and others, and to have fun.

Total points: _____

Note: Although this evaluation may give an indication of areas which need improvement, it should not be used for in-depth, personal development. In order to do that, we recommend that you take the Emotional Quotient Inventory (EQ-i) 2.0, the validated and most widely-used emotional intelligence evaluation in the world. You can then obtain feedback on your results from a qualified, certified emotional intelligence professional. Visit our website and online store for more information.

GRAPHING YOUR RESULTS FOR ANALYSIS / DISCUSSION

3 4 5 6 7 8 9 10 11 12 13 14 15

SELF-PERCEPTION

Self-Regard _____

Self- Actualization _____

Emotional Self-Awareness _____

SELF-EXPRESSION

Emotional Expression _____

Assertiveness _____

Independence _____

INTERPERSONAL

Interpersonal Relationship _____

Empathy _____

Social Responsibility _____

DECISION MAKING

Problem Solving _____

Reality Testing _____

Impulse Control _____

STRESS MANAGEMENT

Flexibility _____

Stress Tolerance _____

Optimism _____

WELL BEING INDICATOR

Happiness _____

INTERPRETIVE GUIDELINES

EQi:

It is desirable to have a balanced emotional profile. Avoid the trap of thinking that a high number is good and a low number is bad. Any strength taken to the extreme may become a weakness, especially if the balancing competency is low. For example: assertiveness is a great leadership skill, but if it is high and empathy is low, you may be perceived as someone who doesn't listen, doesn't ask for input or opinions, and is a know-it-all. Look at the highs and lows of your EQi and see the following descriptions of the way people may perceive you.

SELF PERCEPTION COMPOSITE

SELF-REGARD

High: Arrogant, full of yourself.

Low: Shy, lack confidence.

SELF-ACTUALIZATION

High: Have a clear plan for your future, feel good about the direction of your life.

Low: No plan, aimless, no clear vision for future, unhappy in present situation, you may see no way out.

EMOTIONAL SELF AWARENESS

High: Overly sensitive to comments, to others, and possibly to your environment.

Low: Unaware of others, your surroundings, and even your body, you "check out" often.

SELF EXPRESSION COMPOSITE

EMOTIONAL EXPRESSION

High: Easy to win the trust of those who appreciate exuberant expressiveness, though may alienate those who are more reserved.

Low: The opposite: more likely to fail to connect with those who are expressive - but generally better received by emotionally reserved types.

ASSERTIVENESS

High: Bowl people over, don't take into account others' feelings or input - often perceived as aggressive.

Low: Don't speak what is on your mind, don't stand up for yourself, aren't clear in setting expectations or declaring own needs.

INDEPENDENCE

High: Would rather work alone and be alone, not comfortable in groups or teams or social settings.

Low: Dependent on others for self worth, would rather be told what to do, thrive in groups and teams.

INTERPERSONAL COMPOSITE***INTERPERSONAL RELATIONSHIP***

High: Gregarious, have a lot of friends, create instant rapport, stay in touch.

Low: Uncomfortable in social settings and meeting new people, do not stay in touch, may come across as a wallflower.

EMPATHY

High: Very sensitive to the needs of others and their feelings.

Low: Oblivious to others and their needs and feelings.

SOCIAL RESPONSIBILITY

High: Great team member, good neighbor, joiner, like to interact with groups, very social.

Low: You do not do well in groups or teams, not social; don't like to be a member of groups.

DECISION MAKING COMPOSITE***PROBLEM SOLVING***

High: Able to arrive at workable solutions to problems quickly and understand how emotions can affect problem solving.

Low: You struggle with defining problems and arriving at solutions and are often overwhelmed emotionally by the problem-solving process.

REALITY TESTING

High: You see things as they really are despite emotions surrounding the situation.

Low: See all of the possibilities, do not investigate or reflect on the specific facts of a situation, live in a world where objective reality is unclear.

IMPULSE CONTROL

High: 'Paralysis of analysis,' over-thinks things, won't pull the trigger.

Low: You may have compulsive or addictive behavior such as eating, drinking, gambling, smoking, sex, spending, talking, etc., in which there is a consistent 'hijacking' of your long-term best interests - resulting in possible profound physical as well as emotional effects.

STRESS MANAGEMENT COMPOSITE

FLEXIBILITY

High: Trouble saying no, take on too much, float from one thing to the next, trouble finishing things. Physical correlation: Sugar Handling.

Low: Very rigid in your approach to things, want to maintain control.

STRESS TOLERANCE

High: Have the ability to handle a lot of stress, good coping skills. **Note:** We have found that some people with very high stress tolerance may first start to show physical signs of stress like fatigue, headaches or other pains, stomach issues, trouble sleeping, irritability, diminished sex drive, lowered immune response, and depression.

Low: Cluttered, harried, hurried, reactive, unable to stay on top of things, probably have symptoms of stress, feel overwhelmed.

OPTIMISM

High: You consistently see your future as bright and sunny, sometimes to your own detriment. - Glass half full.

Low: The curmudgeon who always looks on the dismal side of life. - Glass half empty.

WELL BEING INDICATOR

HAPPINESS:

High: Shiny, happy person who always seems to be in a good mood and full of joy.

Low: Always seem down and out, life is not fun, you find no joy,

If you see these relative emotional highs and lows, ESPECIALLY the underlined competencies, you have the

SELF SACRIFICE PROFILE:



High: empathy, self awareness, interpersonal relationships, social responsibility, flexibility

Low: assertiveness, independence, emotional expression, stress tolerance, self-regard

How does this Self Sacrifice Profile affect the following?:

Time Management: Because you may not set proper limits and boundaries and are reluctant to say no, you will likely take on too much and be pulled into other people's agendas. This adds to stress levels and your work suffers.

Relationships: You may have scored lower in relationship skills because your relationships may not be mutually satisfying. You may give more than you get. Self sacrificers think that when they start setting better limits and boundaries, that people won't like them anymore. The opposite is true. These limits create clear expectations and communication.

Team Interaction: You are a great team member, but you may not speak up and contribute your ideas.

Communication: Because you may be reluctant to say what you are thinking and feeling, there may be miscommunications. You may overpromise and under-deliver because you don't want to say no.

Presentation Skills: You may be reluctant to "put yourself out there" and connect with the audience.

Stress Management: Because you say yes a lot and don't set limits, you will likely take on too much and be overwhelmed much of the time. Stress levels stay high.

Things to Work On: Assertiveness is the key to this profile. Be clear in your communications. Set better limits and boundaries. Begin each day with YOUR list of things to accomplish and don't be pulled off track by others. Have times when your door is closed. When these communications are clear, there is a deeper level of understanding.

If you see these relative emotional highs and lows, ESPECIALLY the underlined competencies, you have the

ALPHA PROFILE:



High: assertiveness, self regard, and/or independence

Low: empathy, self awareness, social responsibility, interpersonal relationships, impulse control, emotional expression, flexibility

Note: Alphas also tend to have the Control/Puppet Master/Perfectionist profile. See the next pages for that profile definition.

How does this Alpha Profile affect the following?:

Time Management: You may take on way too much because you don't think anyone can do it as well as you can. You may have trouble delegating.

Relationships: Doesn't listen, doesn't ask for opinions or input from others. Takes charge, takes over. If coupled with high self regard, may be seen as arrogant.

Team Interaction: Has a tendency to take over and not work in a collaborative way.

Communication: Poor listening skills. Lack of understanding of others and their needs.

Presentation Skills: Usually good presenters, but lower empathy prevents a connection with the audience and understanding what they want.

Stress Management: Alphas are frequently stressed and hurried. They rarely take the time for themselves or build in daily reflection and recovery time.

Things to Work On: Empathy is a big key for alphas. By tuning in more to the needs of others, you create more intimate connections with others, which will help with your success both personally and professionally.

Abrasive: A sub-profile of the Alpha Profile

For alphas, if you see a difference of 2 to 4 points or more between assertiveness and empathy, you may be perceived as abrasive, abrupt, and without tact. You likely don't listen well, don't ask for opinions or input from others, and tend to take charge or take over. If coupled with high self regard, you may be seen as arrogant. At its most extreme, these ultra alphas can be seen as aggressive, abusive, or bullying.

High: Assertiveness

Low: Empathy

If you see these relative emotional highs and lows, ESPECIALLY the underlined competencies, you have the

CONTROLLER /PUPPET MASTER/PERFECTIONIST PROFILE:



High: reality testing, problem solving, impulse control
Low: flexibility

Look at self-regard. If self-regard is **low**, you may be a perfectionist who beats yourself up because you don't live up to your own standards. If self-regard is **high**, you think that no one else can do it better than you. Either way, people with this profile have a hard time letting go of control and delegating. You tend to be a workaholic, but are rarely seen as a leader. **This is one of the biggest stumbling blocks to moving past a middle management position.**

How does this Control/Puppet Master/Perfectionist Profile affect the following?:

Time Management: Trouble delegating. You tend to work a lot, but never get everything done. You won't let others do things their way. You won't let them make their mistakes. You are the go to problem solver. You stay in the details.

Relationships: You may try to control too many things in relationships, which leads to conflicts. Remember, you can be right or you can be happy.

Team Interaction: You tend to try and control the process and control the direction of the team. Negatively affects collaboration and the team process.

Communication: Preconceptions on how things should be may prevent understanding and connection with others.

Presentation Skills: May be rigid in your approach to presenting. Try being more spontaneous and improvisational. You don't have to have a perfect speech.

Stress Management: Overwhelmed because of lack of delegation. Works too much. Wants to be in on all decisions and know all information and details.

Things to Work On: Flexibility: with yourself, with others, with outcomes. By having a more flexible approach. Delegate more. Ask yourself: Is it wrong, or is it just different? Also, better stress tolerance can be helpful.

If you see these relative emotional highs and lows, ESPECIALLY the underlined competencies, you have the

ANGER, FRUSTRATION, IMPATIENCE PROFILE:



High: Assertiveness,
Low: Impulse Control, Flexibility

How does this Anger, Frustration, Impatience Profile affect the following?:

Time Management: When experiencing anger, your thinking brain shuts down. This cognitive impairment reduces efficiency.

Relationships: Explosions directed toward others creates negative experiences and diminishes relationships. People won't come to you with anything negative for fear of an explosion.

Team Interaction: Team members may not connect with you. Your explosive nature diminishes interactions.

Communication: Anger, frustration, and impatience limits your communication skills. People will avoid you and not share information because of your over-reactions.

Presentation Skills: May have trouble settling into a calm, easy presentation.

Stress Management: This is a huge factor that adds to stress levels. You are in a low level fight or flight most of your day, which wears you out. By the end of the day, you are likely exhausted.

Things to Work On: Work on impulse control and empathy. Empathy will decrease assertiveness and impulse control will help with the reactions. Remember, respond instead of react.

If you see these relative emotional lows, you have the

BURNOUT PROFILE:



Low: self-regard, interpersonal relationships, self-actualization, stress tolerance, optimism

Four or five out of five = total burnout. Three out of five = highly stressed. Two out of five = pay attention. These five competencies contribute to an overall level of happiness and well being. Your happiness score may be low as well.

Low **stress tolerance** indicates an inability to handle stressful situations, especially when there are strong emotions involved. You feel overwhelmed and hurried.

How does this Burnout Profile affect the following?:

Time Management: Don't have the energy to get all of your work done. Overwhelmed, in fight or flight, cognitive processes impaired.

Relationships: Very little time and energy for the relationships in your life and work. May come across as withdrawn and disinterested.

Team Interaction: In survival mode, don't create connections and interactions, also too tired to contribute, you do the minimum.

Communication: Cognitive impairment reduces communication ability. Also, because you are exhausted, you may come across as disinterested.

Presentation Skills: Great presentation is all about energy. When your energy is low, there is no connection with the audience.

Stress Management: Self explanatory.

Things to Work On: Stress Management is a key here. Build in recovery throughout your day. In addition, if your emotional self-awareness is low, that is the place to begin. You must be able to identify when you are tired, overwhelmed, etc. You must know what is happening in your body.

Racing Toward Burnout, a Sub-Profile of the Burnout Profile:

NOTE: If you have high stress tolerance, but also are experiencing the physical symptoms of stress (trouble sleeping, headaches or other pain, fatigue, stomach problems, diminished immunity: frequents colds or flu, diminished sex drive, diminished cognitive ability, melancholy or depression) you are racing toward burnout. Just because you have the capacity to cope with stress emotionally doesn't mean it's not taking its toll on your body.

If you see these relative emotional highs and lows, you have the
CHAOS, REACTIVE MANAGEMENT PROFILE:



High: Stress Tolerance
Low: Impulse Control

How does this Chaos/Reactive Management Profile affect the following?:

Time Management: You get a lot done, but are just reacting to things. You do not plan proactively. You will usually have low problem-solving skills as well. Work place usually cluttered and cramped.

Relationships: No time for meaningful relationships. Reacts to everything.

Team Interaction: Living in a world of chaos, team interactions are usually frantic and frazzled.

Communication: You don't take the time to cultivate relationships. You may be trying to check emails and work while you are interacting with others.

Presentation Skills: Disorganization contributes to poor presentations.

Stress Management: Always feeling behind, on the treadmill. Feeling stress constantly.

Things to Work On: Increase impulse control while working on managing stress. Remember, respond instead of react.

OVERLY OPTIMISTIC PROFILE: Glass half full**High: Optimism****Low: Reality Testing****How does this Overly Optimistic Profile affect the following?:**

Time Management: You think you can get more done than you actually can, so you tend to try to schedule too much.

Relationships: People like to be around optimistic, upbeat people. Sometimes over-commitment can lead to misunderstandings and not honoring promises.

Team Interaction: Unrealistic expectations that cannot be met.

Communication: May over-reach with expectations and not communicate clearly with details.

Presentation Skills: Good for presenting. Optimistic, upbeat energy is a magnet.

Stress Management: Mostly good for stress management. Optimistic people tend to cope with stress better, but over-committing and taking on too much may add to stress.

Things to Work On: Would benefit from reality checks with someone you trust. Try to temper your optimism with reality checks.

PESSIMIST OR REALIST PROFILE: Glass half empty**High: Reality Testing****Low: Optimism****How does this Pessimist Profile affect the following?:**

Time Management: Negative attitude may reduce performance and results. May get mired down in all of the things that are impediments to progress.

Relationships: People shy away from negative people.

Team Interaction: Bring the team down. Be the curmudgeon who always looks at the negative side.

Communication: May take communications down a negative path by focusing on the negative.

Presentation Skills: Audiences may not connect with a negative presentation of a message.

Stress Management: Pessimistic people have higher levels of stress.

Things to Work On: Increase optimism and create more balance. Would benefit from reality checks with someone you trust.

TEAM PLAYER PROFILE:

High: Social Responsibility
Low: Independence

How does this Team Player profile affect the following?:

Time Management: You may take on too much for the team and not be able to complete your own work.

Relationships: Generally good at relationships, especially in a team setting.

Team Interaction: Excellent with team and collaboration. But may be reluctant to contribute your own ideas.

Communication: Your lower independence may hinder good communication if you hold back saying what is on your mind. But generally, these folks are good communicators.

Presentation Skills: Good presenters. Good connections with audiences.

Stress Management: You may take on too much, which adds to stress levels.

Things to Work On: If there is a large gap between independence and social responsibility (2 to 4 points or greater), you may want to work on independence to create some balance. Assertiveness would also be helpful to create the balance.

THE LONER PROFILE:



High: Independence
Low: Social Responsibility

Would benefit from reality checks with someone you trust. Glass half empty.

How does this Loner profile affect the following?:

Time Management: Watch isolation that may lead to overwhelm and not relying on others for help.

Relationships: Generally, relationships are not strong. Can be held back by a lack of relationships and social networks.

Team Interaction: Sometimes a good contributor, but usually behind the scenes.

Communication: Without meaningful connections and relationships, sometimes communication is on a superficial level.

Presentation Skills: Generally low energy for presentations and not a great connection with the audience.

Stress Management: Stress levels can be high, especially if you don't ask for help.

Things to Work On: Work on social responsibility and relationships (especially if there is a difference of 2 to 4 points or greater)

If you see these relative emotional highs and lows, you have the

CHASES SHINY OBJECTS PROFILE:



High: Flexibility

Low: Impulse Control

How does this Chases Shiny Objects profile affect the following?:

Time Management: Generally cluttered work space. You start more than you finish and go from one thing to the next.

Relationships: You may come across as scattered and unfocused. This may negatively affect relationships.

Team Interaction: Scattered and unfocused, team members may not trust you to complete and contribute.

Communication: Hard to pin down. Unclear communication at times. Unfocused.

Presentation Skills: Presentations seem to be scattered. Goes down rabbit trails and loses the audience.

Stress Management: Stress levels can be high. You rarely slow down and build in recovery.

Things to Work On: Increase impulse control and assertiveness, which will reduce flexibility. Would benefit from learning rhetoric for communication and presentations.

CONTACT INFORMATION

Note: This test and workbook are for individual use only.

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