

Emotional Intelligence Self-Test

Emotional Intelligence (EI) is the ability to recognise, understand, and manage your own emotions while also recognising and influencing the emotions of others. This self-test helps you assess your current strengths and identify areas to develop for stronger relationships and better leadership.

1. Purpose of This Tool

- ☐ Assess key components of emotional intelligence.
- ☐ Build self-awareness and empathy in communication and decision-making.
- ☐ Identify areas for growth in emotional regulation and understanding.
- ☐ Strengthen relationships, teamwork, and leadership effectiveness.
- ☐ Encourage reflection, balance, and thoughtful responses to challenges.

Tip: Emotional intelligence can be developed through awareness, reflection, and practice.

2. Emotional Intelligence Dimensions

Dimension	Description	Key Behaviours
Self-Awareness	Understanding your emotions and their effects on behaviour.	Recognises triggers, strengths, and limits.
Self-Regulation	Managing emotional reactions effectively.	Stays calm under pressure, avoids impulsive responses.
Motivation	Staying driven by personal and organisational purpose.	Demonstrates persistence, optimism, and discipline.
Empathy	Understanding others' emotions and perspectives.	Listens deeply, shows compassion, builds rapport.
Social Skills	Managing relationships and building influence.	Communicates clearly, collaborates well, resolves conflict.

- ☐ Review each dimension before completing the self-test.

Tip: Strong emotional intelligence balances all five dimensions.

3. Self-Assessment Questionnaire

Rate each statement from 1 (Strongly Disagree) to 5 (Strongly Agree).

Statement	Rating (1–5)
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I recognise when I am feeling stressed, frustrated, or anxious.	
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I reflect on why I react the way I do in challenging situations.	
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I stay composed and think clearly under pressure.	
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I am open to constructive feedback and act on it.	
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I set personal goals that keep me motivated and focused.	
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I notice the emotions of others during conversations.	
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I adapt my communication style to suit different people.	
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I listen more than I speak in difficult discussions.	
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I handle conflict calmly and professionally.	
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I maintain positive relationships even during disagreements.	
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☐ Add up your score and review the guidance below.

Scoring Guide

- **10–25:** Developing – Focus on building awareness and reflection skills.
- **26–40:** Strengthening – Good foundation with room to grow in regulation and empathy.
- **41–50:** Strong – Consistently demonstrates emotional awareness and maturity.

Tip: Aim for progress, not perfection - emotional growth is continuous.

4. Emotional Triggers Log

Situation	Emotion Experienced	Intensity (1–5)	Reaction	Desired Response
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☐ Record situations that trigger strong emotional responses to understand patterns.

Tip: Awareness of triggers helps prevent automatic reactions and promotes control.

5. Strengths and Development Areas

El Dimension Current Strengths Development Opportunities

Self-Awareness

Self-Regulation

Motivation

Empathy

Social Skills

☐ Identify two areas to maintain and one to develop over the next month.

Tip: Focusing on one key improvement area at a time builds lasting change.

6. Empathy Reflection

Question

Reflection

Do I notice non-verbal cues when others are speaking?

How often do I put myself in someone else's position before responding?

Do people feel comfortable sharing their thoughts with me?

How do I show understanding and support when others struggle?

☐ Use this reflection to strengthen active listening and compassion.

Tip: Empathy is more about listening to understand than to reply.

7. Emotional Regulation Planner

Common Trigger	Typical Reaction	New Response Strategy	Practice Frequency	Progress (1–5)
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☐ Develop practical strategies to stay calm and balanced during stress.

Tip: Replace reaction with reflection - a short pause can transform an outcome.

8. Social Skills and Relationship Map

Relationship	Current Quality (1–5)	Communication Strength	Improvement Action
Manager			
Colleagues			
Team Members			
Stakeholders / Clients			

☐ Review relationships regularly to maintain strong, positive connections.

Tip: Emotional intelligence is best demonstrated through everyday interactions.

9. Personal Action Plan

Goal	EI Area	Specific Action	Start Date	Review Date	Progress
Improve self- awareness		Keep daily reflection journal			
Strengthen empathy		Ask open questions and summarise what others share			
Enhance regulation		Practise mindful breathing before responding			

☐ Track actions weekly and review progress monthly.

Tip: Consistency builds emotional strength more than intensity.

Notes

10. Reflection Questions

- ☐ What have I learned about how my emotions affect others?
- ☐ What feedback have I received about how I communicate?
- ☐ How can I build deeper trust through empathy and transparency?
- ☐ Which emotional habits do I want to change this month?

Tip: Emotional intelligence grows when awareness turns into daily habits.

How to Use This Self-Test

Complete this self-test quarterly to track progress and development. Discuss results with a coach, manager, or mentor to identify growth opportunities. Combine with the Resilience Building Plan and Daily Reflection Journal Template to build emotional balance and leadership maturity.

Notes