**Emotional Intelligence Career Success Checklist**

## ✅ Self-Awareness

[ ]  I can identify my emotions and their impact on my work.

[ ]  I regularly reflect on my strengths, weaknesses, and patterns.

[ ]  I acknowledge feedback without defensiveness.

## ✅ Self-Regulation

[ ]  I manage stress in healthy, productive ways.

[ ]  I stay calm and professional in challenging situations.

[ ]  I give myself time before reacting emotionally.

## ✅ Motivation

[ ]  I stay focused on long-term goals, even when progress is slow.

[ ]  I take initiative and maintain a growth mindset.

[ ]  I celebrate small wins and stay resilient through setbacks.

## ✅ Empathy

[ ]  I consider others' perspectives before responding.

[ ]  I recognize verbal and non-verbal emotional cues.

[ ]  I create space for colleagues to express concerns or needs.

## ✅ Social Skills

[ ]  I build rapport easily and maintain professional relationships.

[ ]  I handle conflict with calm, solution-focused dialogue.

[ ]  I communicate clearly and listen actively in conversations.

## 📌 Bonus Actions to Strengthen EQ

[ ]  Practice weekly self-reflection (journaling or meditation).

[ ]  Ask a trusted colleague for feedback on your communication.

[ ]  Read one article or book this month on emotional intelligence.

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