**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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