

Emotional Intelligence Self- Assessment

Discover Your Strengths and Blind Spots

1. Introduction

1.1 How Strong Is Your Emotional Intelligence?

Emotional intelligence, often called EQ, is the ability to recognize, understand, manage, and use emotions effectively in yourself and in your relationships with others. It influences how you respond under pressure, communicate with team members, handle conflict, make decisions, and build trust. A person with strong emotional intelligence does not avoid emotions; instead, they notice emotions early and chooses a thoughtful response rather than reacting automatically.

For example, imagine you receive critical feedback during a meeting. A low-EQ response might be to become defensive, interrupt the speaker, or mentally dismiss the feedback. A stronger EQ response would be to pause, notice feelings such as embarrassment or frustration, ask clarifying questions, and later reflect on what can be learned from the situation.

Self-awareness is the foundation of emotional intelligence because it helps you understand what you are feeling, why you are feeling it, and how those emotions influence your behavior. Without self-awareness, it is difficult to manage emotions, empathize with others, or communicate in a balanced way. This self-assessment is designed to help you identify both your strengths and your blind spots so you can make practical improvements.

- Use this assessment as a reflection tool, not as a test you can pass or fail.

- Answer honestly based on your usual behavior, not how you wish you behaved.
- Think of recent workplace, classroom, or personal situations as examples while rating yourself.
- Look for patterns across your answers rather than focusing on one isolated score.
- After completing the assessment, choose one or two areas for focused improvement.

1.2 Understanding Your Results

For each statement in this self-assessment, rate yourself using the scale below. Try to choose the number that best represents your typical behavior over the past few weeks or months. If you are unsure, select the rating that describes what happens most often.

Rating	Meaning	Example
1	Rarely true	I seldom notice this behavior in myself.
2	Sometimes true	I demonstrate this behavior occasionally, but not consistently.

3	Often true	I demonstrate this behavior in many situations.
4	Almost always true	This behavior is a consistent strength for me.

After rating each statement, add your scores within each section. A higher score usually indicates a stronger capability in that area, while a lower score points to a possible development opportunity. The goal is not to label yourself, but to notice where you are effective and where you may need more attention, practice, or feedback from others.

- **High score:** This area is likely one of your emotional intelligence strengths. Continue using it intentionally and look for ways to coach others.
- **Moderate score:** You have a useful foundation, but your behavior may vary depending on stress, confidence, or the situation.
- **Low score:** This may be a blind spot or growth area. Consider asking for feedback, keeping a reflection journal, or practicing one small behavior each week.

2. Self-Awareness

Self-awareness is the ability to observe your inner experience clearly. It includes recognizing your emotions as they arise, understanding what triggers them, knowing your personal strengths and weaknesses, and seeing how your emotional state affects the people around you. Strong self-awareness allows you to pause before reacting and choose a response that matches your values and goals.

2.1 Assess Your Ability to:

Recognize Your Emotions

Recognizing your emotions means being able to name what you feel in the moment, rather than using broad labels such as “fine,” “bad,” or “stressed.” For example, instead of simply saying, “I am upset,” you might notice, “I feel disappointed because my idea was dismissed,” or “I feel anxious because the deadline is unclear.” The more accurately you can name an emotion, the easier it becomes to manage it.

- I can identify what I am feeling while the emotion is happening.
- I can tell the difference between similar emotions, such as irritation, frustration, disappointment, and anger.
- I notice physical signals of emotion, such as tight shoulders, a faster heartbeat, or changes in my voice.
- I can describe my emotions without blaming others for them.

Understand Your Emotional Triggers

Emotional triggers are situations, words, behaviors, or environments that create a strong emotional reaction. Common triggers may include being interrupted, receiving unexpected criticism, feeling ignored, dealing with unclear expectations, or working under time pressure. Understanding your triggers helps you prepare for difficult situations and reduces the chance of reacting in a way you later regret.

- I know which situations tend to make me defensive, anxious, impatient, or withdrawn.
- I can recognize early warning signs before my emotions become intense.
- I understand how past experiences may influence my current emotional reactions.
- I can plan a healthier response when I know a triggering situation is likely to occur.

Identify Your Strengths and Weaknesses

Self-aware people have a realistic view of what they do well and where they need support. This does not mean being overly critical or overly confident. It means being honest. For example, you may be strong at staying calm during conflict but weaker at asking for help. Or you may be good at motivating others but less consistent in managing your own stress.

- I can describe my emotional strengths clearly and with examples.

- I am aware of situations where I tend to overreact, avoid responsibility, or shut down.
- I seek feedback from trusted people to understand how others experience me.
- I can accept constructive feedback without immediately becoming defensive.

Understand How Your Emotions Affect Others

Your emotions can influence the tone, energy, and safety of a conversation. For instance, if you enter a meeting visibly frustrated, others may become cautious, quiet, or defensive. If you remain calm and open, others are more likely to participate honestly. Emotional self-awareness includes noticing not only what you feel, but also how your mood, words, body language, and timing affect the people around you.

- I notice when my tone or body language affects how others respond to me.
- I consider the emotional climate I create in conversations and meetings.
- I can apologize or reset the conversation when my reaction has had a negative impact.
- I understand that emotions are contagious and that my behavior can influence team morale.

3. Self-Regulation

Self-regulation is the ability to manage your emotions, impulses, and behavior in a constructive way. It does not mean suppressing emotions or pretending everything is fine. Instead, it means noticing what you feel, choosing how to respond, and staying aligned with your values even when situations are stressful, uncertain, or emotionally charged.

For example, if a project update is unexpectedly challenged by a stakeholder, self-regulation helps you avoid reacting sharply. You may pause, breathe, ask for specific concerns, and respond with facts rather than frustration. This creates space for problem-solving instead of escalating tension.

3.1 Assess Your Ability to:

Stay Calm Under Pressure

Staying calm under pressure means keeping your thinking clear when deadlines are tight, expectations are high, or outcomes are uncertain. Calmness does not mean you feel no stress; it means stress does not control your words, decisions, or behavior.

People who stay calm are often better able to prioritize, communicate clearly, and help others remain focused.

- I can remain composed when plans change suddenly.
- I continue to think clearly when there is pressure to make a quick decision.

- I avoid spreading panic or frustration to others during difficult situations.
- I use simple calming strategies, such as taking a breath, slowing my speech, or asking for a moment to think.

Pause Before Reacting

Pausing before reacting creates a short but powerful gap between emotion and action.

In that gap, you can decide whether your first impulse will help or harm the situation.

For example, instead of immediately replying to a tense message, you might wait, reread it, clarify the intent, and then respond in a more balanced tone.

- I take a moment to think before responding when I feel criticized or challenged.
- I avoid sending messages or making decisions when I am emotionally charged.
- I can separate facts from assumptions before reacting.
- I ask clarifying questions instead of immediately defending myself.

Manage Difficult Emotions

Difficult emotions such as anger, disappointment, anxiety, embarrassment, or resentment are normal. Managing them means understanding what they are telling you and choosing a healthy way to express or process them. For instance, if you feel irritated after repeated interruptions, you might say, “I would like to finish my point, and then I am happy to discuss your concern,” rather than withdrawing or reacting aggressively.

- I can acknowledge difficult emotions without letting them take over.

- I know healthy ways to release stress, such as reflection, movement, discussion, or planning.
- I can express frustration or disagreement respectfully.
- I recover emotionally after a difficult conversation instead of replaying it for a long time.

Adapt to Challenging Situations

Adaptability is the ability to adjust your mindset and behavior when circumstances change. Challenges may include new priorities, unexpected feedback, team conflict, resource constraints, or ambiguity. A self-regulated person does not become stuck in “this is not how it should be.” Instead, they ask, “What is within my control, and what is the best next step?”

- I adjust my approach when circumstances change.
- I can stay productive even when there is uncertainty or ambiguity.
- I look for options instead of focusing only on what went wrong.
- I remain open to feedback, new information, and alternative ways of working.

4. Motivation

Motivation is the inner drive that helps you pursue goals, keep going through challenges, and take action even when progress is slow. In emotional intelligence, motivation is not only about ambition or external rewards. It also includes purpose, commitment, optimism, and the ability to stay engaged when work becomes difficult or uncertain.

For example, a motivated person may face a delayed project, a rejected proposal, or a missed target and still choose to learn, adjust, and continue. Rather than seeing a setback as a final failure, they treat it as information that can guide the next attempt.

4.1 Assess Your Ability to:

Stay Focused on Your Goals

Staying focused on goals means keeping sight of what matters even when distractions, competing priorities, or short-term frustrations appear. A goal-focused person can connect daily actions to a larger purpose. For instance, someone preparing for a certification may continue studying in small blocks even during a busy week because they understand how the goal supports their long-term growth.

- I can explain why my important goals matter to me.
- I break larger goals into smaller actions that I can complete consistently.

- I avoid letting temporary distractions completely pull me away from my priorities.
- I regularly review progress and adjust my plan when needed.

Recover from Setbacks

Recovering from setbacks means regaining energy, confidence, and direction after something does not go as planned. This could include receiving negative feedback, missing a deadline, losing an opportunity, or making a mistake. Emotionally intelligent motivation helps you ask, “What can I learn?” rather than “Why does this always happen to me?”

- I can acknowledge disappointment without giving up completely.
- I look for lessons and next steps after mistakes or failures.
- I can return to action after a difficult result or delay.
- I avoid defining my entire ability by one poor outcome.

Maintain Motivation During Challenges

Maintaining motivation during challenges means continuing to act with purpose even when progress is slow, support is limited, or the outcome is uncertain. This may require reminding yourself of the larger reason behind the work, celebrating small wins, and seeking support when energy drops. Motivation is often sustained through habits, not just enthusiasm.

- I continue working toward important goals even when progress feels slow.
- I use routines or habits to stay consistent when motivation is low.
- I can encourage myself with realistic, constructive self-talk.
- I seek support, feedback, or resources when challenges feel difficult to handle alone.

Take Initiative and Stay Committed

Taking initiative means acting without waiting to be pushed, reminded, or closely supervised. Staying committed means following through even after the initial excitement fades. For example, if you notice a recurring communication issue in a team, initiative might involve suggesting a simple weekly check-in or clarifying responsibilities before problems repeat.

- I take action when I see an opportunity to improve something.
- I follow through on commitments even when the task becomes less exciting.
- I do not wait for perfect conditions before beginning important work.
- I hold myself accountable for progress, effort, and completion.

5. Empathy

Empathy is the ability to understand and respond to the feelings, needs, and perspectives of others. It does not mean agreeing with everything someone says or taking responsibility for their emotions. Instead, empathy means being willing to see the situation from another person's point of view and respond in a way that shows respect, care, and awareness.

For example, if a colleague misses a deadline, an empathetic response would avoid immediate judgment. You might first ask what happened, listen for context, and then discuss how to recover the work. This approach supports accountability while also recognizing that people may be dealing with pressures that are not immediately visible.

5.1 Assess Your Ability to:

Understand Other Perspectives

Understanding other perspectives means recognizing that people may interpret the same situation differently based on their experiences, responsibilities, values, and pressures. For instance, a manager may focus on delivery timelines, while a team member may be worried about workload or quality. Empathy helps you consider both views before forming a conclusion.

- I try to understand why someone may see a situation differently from me.
- I ask questions before assuming I know another person's intentions.

- I consider the pressures, goals, or concerns that may influence someone's behavior.
- I can disagree with someone while still respecting their perspective.

Recognize Emotional Cues

Recognizing emotional cues means noticing signals that may reveal how someone is experiencing a situation. These cues may include tone of voice, pace of speech, facial expression, posture, silence, or changes in participation. For example, if a normally active team member becomes unusually quiet in a meeting, it may be useful to check in privately rather than assume they have nothing to contribute.

- I notice when someone's tone, energy, or participation changes.
- I pay attention to non-verbal signals as well as spoken words.
- I can sense when someone may be uncomfortable, uncertain, or overwhelmed.
- I check my interpretation instead of assuming I know exactly what someone feels.

Listen Without Judgment

Listening without judgment means giving someone space to explain their thoughts or feelings before you evaluate, advise, correct, or respond. It requires patience and curiosity. For example, when someone shares frustration about a workload issue, you

might say, “Tell me more about what has been difficult,” rather than immediately saying, “You just need to prioritize better.”

- I allow others to finish speaking before I respond.
- I listen to understand, not only to prepare my reply.
- I avoid dismissing someone’s concerns because they seem small to me.
- I can stay open and curious even when I do not completely agree.

Respond with Sensitivity and Understanding

Responding with sensitivity means choosing words, timing, and tone that fit the emotional context. This is especially important when someone is disappointed, embarrassed, worried, or under pressure. A sensitive response might include acknowledgement, reassurance, and practical support. For example, “I can see this has been frustrating. Let’s look at what support you need and agree on the next step.”

- I acknowledge people’s feelings before moving directly to solutions.
- I choose my words carefully when discussing sensitive issues.
- I respond in a way that protects dignity and encourages openness.
- I balance empathy with clarity, accountability, and appropriate boundaries.

6. Social Skills

Social skills are the behaviors that help you communicate, collaborate, build relationships, and influence others in a positive way. They combine self-awareness, self-regulation, empathy, and motivation into practical action. Strong social skills help people work through disagreement, create psychological safety, and achieve shared goals.

For example, in a team discussion where opinions differ, strong social skills help you clarify the goal, invite quieter voices, summarize points of agreement, and guide the group toward a constructive decision. This does not require being overly friendly or avoiding hard conversations; it requires communicating with respect, clarity, and purpose.

6.1 Assess Your Ability to:

Communicate Effectively

Effective communication means expressing thoughts, expectations, and emotions clearly while also making space for others to contribute. It includes choosing the right message, tone, channel, and timing. For example, a brief written update may work well for routine information, while a sensitive performance or conflict-related issue may require a conversation where questions and emotions can be handled carefully.

- I explain ideas clearly and adjust my message for the audience.

- I check whether others have understood important information.
- I use respectful tone and body language during difficult conversations.
- I can give and receive feedback in a constructive way.

Handle Conflict Constructively

Handling conflict constructively means addressing disagreement directly and respectfully rather than avoiding it, escalating it, or making it personal. Conflict often becomes easier to manage when you focus on the issue, the impact, and the desired outcome. For example, instead of saying, “You never support the team,” you might say, “When updates are delayed, the team struggles to plan. How can we improve the handoff?”

- I address conflict early before resentment builds.
- I focus on behaviors and outcomes rather than personal attacks.
- I can stay respectful even when I disagree strongly.
- I look for solutions that protect both the relationship and the work.

Build Trust and Relationships

Building trust means being reliable, honest, respectful, and consistent over time. Trust grows when people experience you as someone who follows through, communicates transparently, admits mistakes, and protects confidentiality when appropriate. For

example, if you commit to sharing an update by Friday and cannot meet that timeline, trust is strengthened when you communicate early and reset expectations.

- I follow through on commitments and communicate early when something changes.
- I treat people with respect, even when I am under pressure.
- I admit mistakes and take responsibility for my part in a situation.
- I create an environment where people feel safe to speak honestly.

Collaborate with Others

Collaboration means working with others toward a shared outcome while valuing different skills, ideas, and perspectives. It requires communication, flexibility, accountability, and willingness to support the group's success. For example, in a cross-functional project, collaboration may involve clarifying roles, sharing information early, asking for input, and helping solve problems that affect the whole team.

- I actively contribute to shared goals rather than focusing only on my own tasks.
- I invite input from others and value different viewpoints.
- I share information, resources, and support when it helps the team succeed.
- I can balance my own needs with the needs of the group.

7. Your EQ Strengths and Blind Spots

After completing the self-assessment, the next step is to look for patterns. Emotional intelligence development becomes more meaningful when you can clearly see where you are already strong and where you may need more practice. A strength is an EQ skill you use consistently and naturally. A blind spot is an area where your behavior may affect others or limit your effectiveness without you fully realizing it.

7.1 Identify Your Strongest Areas

Review the sections where you gave yourself the highest scores. These areas represent emotional intelligence skills that you likely use well in everyday situations. For example, if you scored highly in empathy, you may naturally listen well, notice how others feel, and respond with care. If you scored highly in self-regulation, you may be able to remain calm and professional during stressful conversations.

- Circle or highlight the two highest-scoring EQ areas.
- Write down one recent example where you used each strength effectively.
- Notice whether these strengths appear consistently across work, home, and social situations.
- Consider how your strengths can help you support others or handle more complex situations.

7.2 Identify Areas for Improvement

Now review the sections where you gave yourself the lowest scores. These areas may point to development needs or blind spots. A low score does not mean failure; it simply shows where greater awareness, practice, or support may be helpful. For example, if you scored low in pausing before reacting, you may sometimes respond too quickly when you feel challenged. If you scored low in recognizing emotional cues, you may miss signs that someone is uncomfortable, frustrated, or disengaged.

- Identify the two lowest-scoring EQ areas.
- Ask yourself whether these scores are linked to specific situations, people, or pressures.
- Consider whether trusted colleagues, friends, or mentors might give similar feedback.
- Choose one blind spot that, if improved, would create the biggest positive impact.

7.3 Reflection Questions

Use the following questions to turn your assessment results into practical insight.

Reflection helps you connect your scores to real situations, rather than treating the assessment as a simple number.

- **What situations challenge your emotional intelligence?** Think about moments when you feel rushed, criticized, ignored, disappointed, or uncertain. Which situations make it hardest for you to stay calm, listen well, or respond thoughtfully?
- **Which EQ skill would you like to improve?** Choose a skill that is important to your current goals, role, or relationships. For example, you may choose to improve conflict handling, emotional self-awareness, empathy, or motivation during setbacks.
- **How could improving this skill affect your work and relationships?** Consider the practical benefits. Improving one EQ skill may help you communicate more clearly, reduce tension, build trust, make better decisions, or support others more effectively.

8. Your Personal EQ Improvement Plan

A personal EQ improvement plan helps you move from reflection to action. Instead of trying to improve everything at once, focus on one or two skills that matter most right now. Small, consistent actions are usually more effective than broad intentions. For example, “I will pause before responding to critical feedback” is more useful than “I will become better at emotional intelligence.”

8.1 Choose Your Focus Area

Select one or two emotional intelligence skills to develop over the next few weeks. Your focus area should be specific enough to practice and important enough to make a meaningful difference. Good focus areas often come from your lowest scores, repeated feedback, or situations where you regularly experience emotional difficulty.

- Choose one EQ skill that feels most relevant to your current work or personal goals.
- Choose a second skill only if it supports the first one. For example, improving self-awareness may also support better self-regulation.
- Write your focus area in clear behavior-based language, such as “listen without interrupting” or “pause before responding to criticism.”
- Avoid choosing too many skills at once, because this can make progress harder to track.

8.2 Create an Action Plan

Create a simple action plan that turns your focus area into observable behavior. The best action plans include specific actions, realistic goals, and a way to track progress.

For example, if your focus area is “pause before reacting,” your action might be: “When I receive challenging feedback, I will take one breath, ask one clarifying question, and wait before defending my position.”

- **Identify specific actions:** Choose behaviors you can practice in real situations, such as asking clarifying questions, summarizing what you heard, or taking a short pause before replying.
- **Set realistic goals:** Start with one small goal for the next two weeks. For example, “In my next three meetings, I will invite input from someone who has not spoken.”
- **Track your progress:** Keep a short weekly note of what happened, what you practiced, what worked, and what you want to adjust.
- **Ask for feedback:** Select one trusted person who can observe your behavior and give you honest, constructive input.

Focus Area	Specific Action	When I Will Practice	How I Will Track Progress

Example: Pause before reacting	Take one breath and ask one clarifying question before responding.	During feedback conversations or tense meetings.	Record one reflection note after each situation.
My focus area:	My action:	Practice situation:	Progress tracking method:

Conclusion

Emotional intelligence develops through awareness, practice, and reflection. This self-assessment is a starting point for understanding how you respond to yourself and others in real situations. Your results can help you recognize what you already do well, where you may have blind spots, and which behavior changes could create the most positive impact.

Choose one meaningful improvement area, practice it consistently, and review your progress over time. Even small changes—such as pausing before reacting, listening more fully, or asking one better question—can strengthen your emotional intelligence and improve the quality of your work, relationships, and daily interactions.

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