

Emotional Intelligence Checklist

Emotional Intelligence

The ability to manage ourselves and our relationships effectively.

David Goleman, Leadership that gets results. Harvard Business Review; Mar/Apr 2000, Vol. 78 Issue 2 p78

Goleman states that emotional intelligence consists of four fundamental capabilities: self-awareness, self-management, social awareness and social skills. Each of the four capabilities has a specific set of attributes or behaviours associated with it.

The following checklist uses Goleman's four capabilities and their associated attributes in a matrix format to provide a simple self-assessment tool using a 1 (very poor) to 10 (excellent) scale.

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Emotional Intelligence.

Source: David Goleman, Leadership that gets results. Harvard Business Review; Mar/Apr 2000, Vol. 78 Issue 2 p78

Self –Awareness

Attribute	Description	Self -Rating											
		1	2	3	4	5	6	7	8	9	10		
Emotional self-awareness	The ability to read and understand your emotions as well as recognise their impact on work performance, relationships and the like Ability to asses yourself realistically												
Accurate self-assessment	A realistic evaluation of your strengths and limitations, your needs and drives												
Self-confidence	A strong and positive sense of self worth												
Impact on Others	Ability to recognise how your feelings impact on others												

Self- Management

Attribute	Description	Self -Rating											
		1	2	3	4	5	6	7	8	9	10		
Self-control	The ability to keep bad moods, disruptive emotions and emotional impulses under control												
Trustworthiness	A consistent display of honesty and integrity												
Conscientiousness	The ability to manage yourself and your responsibilities												
Adaptability	Skill at adjusting to changing situations and overcoming obstacles												
Achievement orientation	The drive to meet an internal; standard of excellence												
Judgement	Avoiding hasty judgements and jumping to conclusions												
Expression	Ability to choose words carefully and articulate clearly												
Initiative	A readiness to seize opportunities												

Social Awareness

Attribute	Description	Self -Rating												
		1	2	3	4	5	6	7	8	9	10			
Empathy	Skill at sensing other people's feelings and emotions, understanding their perspectives and their viewpoints and taking an active interest in their concerns													
Organisational awareness	The ability to understand how an organisation works by being able to read the currents of organisational life, build decision networks and navigate politics													
Service orientation	The ability to recognise and meet customers needs													

Social Skill

Attribute	Description	Self -Rating												
		1	2	3	4	5	6	7	8	9	10			
Visionary leadership	The ability to take charge and inspire with a compelling vision													
Influence	The ability to wield a range of persuasive tactics													
Developing others	The propensity to bolster the abilities of others through feedback and guidance													
Communication	Skill at listening and at sending out clear, convincing well-tuned messages													
Conflict management	The ability to de-escalate disagreements and orchestrate resolutions													
Change catalyst	Proficiency in initiating new ideas and leading people in a new direction													
Building bonds	Proficiency at cultivating and maintaining a web of relationships													
Teamwork and collaboration	Competence at promoting cooperation and building teams													

Motivation

Attribute		Self Rating											
		1	2	3	4	5	6	7	8	9	10		
Achievement drive	Strive to improve or meet standard of excellence												
Commitment	Embrace the organisation's or groups vision or goals												
Initiative & Optimism	Twin competencies that mobilize people to seize opportunities and allow them to take setbacks and obstacles in their stride												