

ASSESSING YOUR SELF-AWARENESS EQ CHECKLIST

This checklist provides you with a quick and easy way to assess this particular aspect of emotional intelligence, (your EQ). To develop your EQ you need to know your current level of its two components personal and social competence and how it compares to that required of your role.

Personal Competence – self-awareness and self-management

Social Competence – social awareness and relationship management

Once you have this identified your current level of each competency and you can decide the best way you can achieve the level you require for your current or a future role. The 'high level' descriptions used in this checklist may need to be adjusted to suit the unique attributes of your role and organization.

Developing your self-awareness requires you to assess how well you are able to recognize your own emotions and their effects on your self and other people. It represents the foundation of emotional intelligence EQ because without being aware of and understanding your own emotions it is impossible to move into the other EQ competencies like self-management, social awareness and relationship management.

Self-awareness means that you understand how you feel and can accurately assess your own emotional state. To do this you need the following competencies:

- Emotional Self-awareness
- Accurate Self-assessment
- Self-confidence

For you to become emotionally self-aware you have to accept that you have an inbuilt reluctance to admit to certain negative feelings. This can be overcome by being aware of the behaviors that result from these negative emotions, rather than having to admit to the underlying negative emotions.

Before filling in this checklist think of two or three different events that you can use to assess your competency level of self-awareness. Then using these events answer each question or statement and assign a level of competency.

Emotional Self-awareness

	POOR	OK	GOOD	EXCEL
Do you know which emotions you felt & why?				
Can you link how you felt with what you did & said?				
Do you recognize how your feelings affect your performance?				
Are you aware of your own values & goals in this situation?				
Did you adopt behaviors that minimize the affects of your own emotions on the situation?				
Can you identify & understand your own emotional strengths & weaknesses?				

Accurate Self-assessment				
	POOR	OK	GOOD	EXCEL
<p>Are you aware of your strengths & weaknesses?</p> <p>Can you reflective on situations & learn from this experience?</p> <p>Do you welcome to candid & constructive feedback openly?</p> <p>Are you receptive to new perspectives?</p> <p>Are you interested in continuous learning and self-development?</p> <p>Can you show a sense of humor & perspective about yourself?</p> <p>Are you open & able to deal with honestly investigation?</p> <p>Can you acknowledge your emotional strengths & weaknesses</p> <p>From your reflections can you define key actions required to address any shortfall?</p>				
Self-confidence				
	POOR	OK	GOOD	EXCEL
<p>Are you able to ground yourself so that you feel secure in your behavior?</p> <p>Do you feel certain about your values and capabilities?</p> <p>Would you say that you have a strong presence?</p> <p>Does your behavior reflect a high level of self-assurance?</p> <p>Are you willing to express an unpopular opinion or stand up for something that you truly believe?</p> <p>Can you make quick sound decisions even in uncertain and pressurized situations?</p> <p>Do you believe that you control the direction of your life?</p> <p>Do you feel that you have a strong element of control over what happens to you?</p>				
<p>NOTE: The 'high level' descriptions used in this checklist may need to be adjusted to suit the unique attributes of your role and organization.</p>				