18 MIN READ

How Emotionally Intelligent Are You? Boosting Your People Skills

We all know people who are in full control of their emotions. They're calm in a crisis, and they make decisions sensitively, however stressful the situation.

We also know people who can read the emotions of others. They understand what to say to make people feel better, and they know how to inspire them to take action.

People like this have high emotional intelligence (or EI). They have strong relationships, and they manage difficult situations calmly and effectively. They're also likely to be resilient in the face of adversity.

So, how emotionally intelligent are you, and how can you develop further? Find out below.

How Emotionally Intelligent Are You?

Instructions

Evaluate each statement as you actually are, rather than as you think you should be. When you've finished, click "Calculate My Total," and use the table that follows to think about next steps.

15 Statements to Answer		Not at All	Rarely S	Sometimes	Often	Very Often
1	I can recognize my emotions as I experience them.	\circ	\circ	0	0	
2	I lose my temper when I feel frustrated.	\circ	\circ		0	\circ
3	People have told me that I'm a good	\cap	\cap	\cap	\cap	

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15 S	tatements to Answer	Not at All	Rarely	Sometimes	Often	Very Often
5	I enjoy organizing groups.	\circ	\circ	0	\circ	
6	I find it hard to focus on something over the long term.	0	0		0	0
7	I find it difficult to move on when I feel frustrated or unhappy.	0	•	0	0	0
8	I know my strengths and weaknesses.	\circ	\circ	0		0
9	I avoid conflict and negotiations.	\circ		0	\circ	\circ
10	I feel that I don't enjoy my work.	\circ	0	•	\circ	0
11	I ask people for feedback on what I do well, and how I can improve.	0	0	0	•	0
12	I set long-term goals, and review my progress regularly.	0	0	\circ	•	0
13	I find it difficult to read other people's emotions.	•	0	0	0	0
14	I struggle to build rapport with others.		\circ	0	\circ	\circ
15	I use active listening skills when people speak to me.	\circ	0	\circ	\circ	•

Calculate My Total Total = 64

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Score Comment

15-34 You need to work on your emotional intelligence. You may find that you feel overwhelmed by your emotions, especially in stressful situations; or, you may avoid conflict because you think that you'll find it distressing.

It's likely, too, that you find it hard to calm down after you've felt upset, and you may struggle to build strong working relationships.

Don't worry – there are plenty of ways that you can build emotional intelligence, starting now. Read our tips **below** to find out more.

35-55 Your emotional intelligence level is... OK.

You probably have good relationships with some of your colleagues, but others may be more difficult to work with.

The good news is that you have a great opportunity to improve your working relationships significantly. **Read more below** to boost your EI still further.

56-75 Great! You're an emotionally intelligent person. You have great relationships, and you probably find that people approach you for advice.

However, when so many people admire your people skills, it's easy to lose sight of your own needs. Read our tips **below** to find out how you can continue to build your EI.

Researchers have found that emotionally intelligent people often have great leadership potential. Realize this potential by seeking opportunities to improve even further.

Characteristics of Emotional Intelligence

Psychologist **<u>Daniel Goleman</u>** identified five elements that make up emotional intelligence. These are:

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- 4. Empathy.
- 5. Social skills.

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Let's look at how you can develop good skills in each area.

Self-Awareness

(Questions 1, 8, 11)

Your score is 13 out of 15

In his 1995 book "<u>Emotional Intelligence: Why it can Matter More Than IQ</u>," Goleman explained that people with high self-awareness are "aware of their moods as they are having them."

To increase <u>self-awareness</u>, learn about <u>mindfulness</u>. This involves focusing on the present moment – including how you're feeling. And keep a <u>journal</u> in which you write about and analyze the emotional situations you experience from day to day.

You also need to understand your strengths and weaknesses to build self-awareness. Do a **personal SWOT analysis**, and **ask for feedback** from your boss, friends, and trusted colleagues to find out how you can improve further.

Self-Regulation

(Questions 2, 4, 7)

Your score is 12 out of 15

Self-regulation is about staying in control. To develop your skills in this area, learn how to **manage your emotions** effectively.

If you often get <u>angry</u>, note what triggers this feeling, and think about why this happens. Use techniques such as <u>deep breathing</u> to calm yourself down, and give yourself time to pause before you respond to emails or requests, so that you don't say something that you'll

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Accountability is another important element of self-regulation. Take responsibility for your actions and behaviors, and make sure that these align with your **values** .

Motivation

(Questions 6, 10, 12)

Your score is 10 out of 15

Self-motivation is strongly affected by your emotions. When you're distracted by your emotions, you may find it hard to see tasks through.

Boost your motivation levels by developing **self-discipline**, and by looking for and celebrating **small wins** – simple jobs that, when you've completed them, give you a sense of achievement.

Also, set yourself longer-term **goals**. When you decide what you want to achieve, you'll focus on what really matters to you. This can be highly motivating, especially when you connect personal goals with career-related ones.

If you're still struggling to get motivated in your current role, take some time to **rediscover your purpose**.

Empathy

(Questions 3, 13, 15)

Your score is 15 out of 15

Empathy is the ability to recognize other people's emotions and understand their perspectives. Goleman calls this aspect of EI "the fundamental people skill."

To develop **empathy**, start by simply thinking about other people's viewpoints. Imagine how they may be feeling, and use **active listening skills** to understand them fully when they express their emotions to you.

Try not to interrupt or talk about your own feelings during the conversation. Look at their **body language**, too: it can tell you a lot about their emotions. If you watch and listen to others, you'll quickly become attuned to how they feel. (The **Perceptual Positions** technique can give you a particularly sharp insight into what other people may be thinking and feeling.)

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Social Skills

(Questions 5, 9, 14)

Your score is 14 out of 15

Even if you're not a natural "people person," it is possible to develop better social skills.

Start by taking our **quiz** to see which communication skills you need to improve on. Then, find out how you can **develop trust** and **rapport** with people – this is an essential part of building **good working relationships**.

Don't shy away from negative situations, either. Learn how to **deal with conflict** and other difficult situations effectively.

If you're uncomfortable with social situations, work on building **self-confidence** . Start slowly, but then look for opportunities to practice your skills with bigger groups. For example, you could offer to attend conferences on behalf of your team.

Key Points

Developing high emotional intelligence (or EI) is incredibly important for a successful career. When we have high levels of emotional intelligence, we're able to build strong working relationships and manage difficult situations more effectively.

Influential psychologist Daniel Goleman developed a framework of five elements that define emotional intelligence:

- 1. Self-awareness.
- 2. Self-regulation.
- 3. Motivation.
- 4. Empathy.
- 5. Social skills.

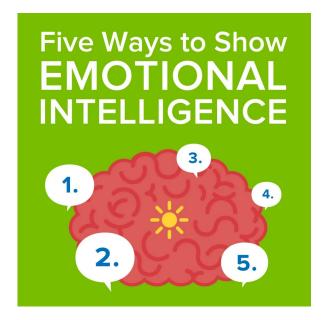
Even if you already have many of the elements of emotional intelligence, it's important to look for opportunities to build it further. This will increase your leadership potential, and improve the quality of your relationships.

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Infographic

Click on the image below to see Goleman's theory represented in an infographic:



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Thanks

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Highly useful and educative!

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Thank you very much, your work is very useful.

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