

# **Emotional Intelligence at Work Quiz**

**Purpose:** Quickly assess your workplace emotional intelligence (self-awareness, self-regulation, empathy, motivation, and social skills) so you can choose one clear practice to improve collaboration, decision-making, and leadership presence.

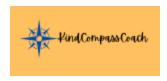
How to use: Answer each question honestly with Yes / Sometimes / No. Tally scores (Yes = 2, Sometimes = 1, No = 0). Total possible score = 20. This quiz is a self-reflection tool, not a clinical assessment; use results to pick one focused next step and a short practice to try for three weeks.

## **Questions**

- 1. I notice my emotional state during meetings and adjust my behavior when I'm reactive.
- 2. I can name one recurring emotional pattern that influences my decisions at work.
- 3. I pause briefly to regulate before responding in tense conversations.
- 4. I seek and accept constructive feedback without becoming defensive.
- 5. I notice others' emotions and respond with curiosity rather than judgment.
- 6. I communicate expectations and boundaries clearly and respectfully.
- 7. I stay focused on long-term goals when short-term setbacks occur.
- 8. I resolve conflicts by asking questions to understand the other person's perspective.
- 9. I model calm and consistent behavior during stressful team moments.
- 10. I intentionally build rapport and trust with colleagues through small, regular acts.

# **Scoring Guide**

- Add your points (Yes = 2, Sometimes = 1,  $N_0 = 0$ ).
- 0–7 = Developing EQ at Work
- 8–13 = Practically Aware
- 14–20 = Emotionally Effective



# **Result Summaries and Next Steps**

**Developing EQ at Work (0–7).** You have awareness that EI matters but need foundational habits for regulation, feedback, and perspective-taking. Start a 3-week habit: practice a 60-second regulation routine before meetings and ask one safe colleague for feedback after a low-stakes interaction.

**Practically Aware (8–13).** You demonstrate useful EI skills but benefit from more consistency in feedback cycles and conflict navigation. Commit to one weekly practice: a short feedback request and a 2-minute reflection after tense moments to identify triggers and lessons.

**Emotionally Effective (14–20).** You regularly apply EI to lead, collaborate, and respond under pressure; you can scale impact by mentoring others. Coach one colleague in a specific EI skill, document a brief meeting ritual that promotes psychological safety, and set monthly reflection checkpoints.

## Practices (2–5 minutes)

- **Two-Minute Regulation:** Box breathe 4-4-4 (inhale-hold-exhale) once before high-stakes interactions.
- Name-It-To-Tame-It: Quietly label your feeling ("I'm frustrated") to reduce reactivity.
- Curiosity Question: In a conflict, ask "Help me understand what mattered most for you here"
- One-Minute Feedback Request: After a meeting, ask one person: "What one thing would help me show up better next time?"

**Pace and Support.** If emotional work triggers overwhelm, scale practices smaller (30–60 seconds) and pair with grounding. Consider peer coaching or a short course on emotion regulation for sustained skill-building.

This quiz is for educational and self-reflective purposes only. It is not therapeutic advice.