



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**, **No = 0**).
 - **0–7 = Developing EQ at Work**
 - **8–13 = Practically Aware**
 - **14–20 = Emotionally Effective**
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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.