

ASSESSING YOUR SELF-MANAGEMENT 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

Having identified your current level of each competency you can decide the best way to develop these competencies to achieve the level you require for your current or a future role.

Once you are aware of how your emotions affect your behavior and attitude towards situations you are able to build your self-management competencies. To achieve this you use your self-control to manage your emotions whatever your circumstances and motivate yourself to succeed.

By understanding and being able to control your emotions you are able to manage them in such a way as to generate positive interactions with those you come into contact with. The competency of self-management has six different skill attributes:

- Self Control
- Trustworthiness
- Conscientiousness
- Adaptability
- Achievement Orientation
- Initiative

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

Self Control

	POOR	OK	GOOD	EXCEL
Are you able to remain composed whatever your emotional state is?				
Can you manage your impulsive feelings & distressing emotions so that their impact on a situation is little or nothing?				
Are you able to stay composed & positive in moments of stress?				
Would you describe yourself as unflappable even in trying circumstances?				
Do you think clearly staying focused when you are under pressure?				

Trustworthiness				
	POOR	OK	GOOD	EXCEL
<p>Would you describe yourself as someone who does what they say?</p> <p>Are you also an individual that does things when they say they will do it?</p> <p>Do your behaviors demonstrate these qualities?</p> <p>Are you someone who acts ethically?</p> <p>Are you actions & deeds above reproach?</p> <p>Do you build trust through your reliability & authenticity?</p> <p>Are you able to admit to your own mistakes?</p> <p>Do you confront unethical actions in others?</p> <p>Are you someone who would take a tough, principled position on an issue, even if this makes you unpopular?</p>				
Conscientiousness				
	POOR	OK	GOOD	EXCEL
<p>Are you a person who is thorough and vigilant when performing a task well?</p> <p>Are you someone who meets their commitments & keep their promises?</p> <p>Do you hold yourself accountable for meeting your objectives?</p> <p>Are you someone who is organized & careful in his or her work?</p>				
Adaptability				
	POOR	OK	GOOD	EXCEL
<p>Are you able to easily adapt to and fit in changing situations?</p> <p>I can easily handle multiple demands, shifting priorities & rapid change in my daily routine?</p> <p>Do you readily adapt your responses fit in with changing circumstances?</p> <p>Can you quickly alter your tactics to fluid situations in a seamless manner?</p> <p>Are you able to view different events from a flexible & open perspective?</p>				

Achievement Orientation				
	POOR	OK	GOOD	EXCEL
<p>Are you an individual that works toward your own self imposed and defined standard of excellence?</p> <p>Do you set yourself challenging goals?</p> <p>Do you monitor & measure your own performance against those goals?</p> <p>Are you someone who actively seeks out information to get the job done?</p> <p>Are you someone who actively seeks out the 'right' people to help you achieve your goal?</p> <p>Do you use your time efficiently?</p> <p>Would others describe these behaviors you display in the same way?</p>				
Initiative				
	POOR	OK	GOOD	EXCEL
<p>Do you happily or naturally take the lead in problem-solving situations?</p> <p>Are you someone who will stand up to resolve a conflict?</p> <p>Do you seek ways to prevent such problems & situations from happening or reoccurring?</p> <p>Do you seek out fresh ideas from a wide variety of sources?</p> <p>Are you open to and give serious consideration to original solutions to a problem?</p> <p>Are you able to generate new ideas yourself or in others?</p> <p>Would you describe your thinking as being willing & able to take a fresh perspective on an issue?</p> <p>Are you open to new standpoints when considering ways to avoid or plan for risks?</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>				