



**THE EMOTIONAL
INTELLIGENCE
SELF-AWARENESS
ASSESSMENT**

**A Simple Tool
to Measure and
Explore Personal
Self-Awareness**

CLI

We grow leaders



**A SPECIAL RESOURCE
DEVELOPED AND
MADE AVAILABLE BY
Dr. Jim Dyke
The Boss Doctor™**

Corporate Leadership Initiatives, Inc.

5302 Waring Road · San Diego, California · 92120 USA · 1-619-719-8933

www.CLIONline.com · www.TheBossDoctor.net

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The Emotional Intelligence Self-Awareness Assessment

Introduction

Higher levels of leadership effectiveness are associated with higher levels of *emotional intelligence*. Foundational to effective emotional intelligence is healthy self-awareness. The challenge for leaders is to determine their level of self-awareness. The dilemma is immediately apparent: If one is *not* self-aware, how can one possibly know it, since the awareness of the problem requires the quality of self-awareness itself??

This tool is specially-designed to address this challenge and help an individual measure and explore their self-awareness. Its proper use will require three phases:

Phase 1

Read the series of statements and respond to them using the simple rating system that is provided. Read each statement and then circle the number that most accurately describes *your expression* of that statement. Use the following definitions for each rating number:

- ? = I don't know / I am unsure
- 1 = Never
- 2 = Rarely
- 3 = Occasionally
- 4 = Frequently
- 5 = Consistently

Don't be concerned about what the statements or scores may imply about you or your leadership—the inventory is not designed to “measure” your leadership capacity per se.

Phase 2

NOW GIVE THIS INVENTORY TO SOMEONE WHO KNOWS YOU WELL and have them respond appropriately to the statements as they apply to YOU. Ask a coworker, associate, close friend, or even a direct report or supervisor. THE BEST PERSON TO USE FOR THIS PHASE OF THE INVENTORY IS YOUR SPOUSE! Feel free to give this inventory to more than one person—the more feedback, the better. The key here, is to choose individuals who know you well. THE POINT OF THE INVENTORY is to get an honest assessment from other people.

Phase 3

THIS IS THE MOST IMPORTANT PART OF THE EXERCISE.

Sit down with *both inventories and compare the ratings*. The differences in the ratings will help you to understand how self-aware you are. If the differences are significant, that points to a “blind spot” that you have about yourself. A SUGGESTION: Sit down with the person who took the inventory with you and let them give you face-to-face “real-time” feedback. NOTE: If you have a real problem with self-awareness, your spouse may be the only one willing *and* able to help you with this!

LIFE APPLICATION

If you have a problem in the area of self-knowledge or self-awareness, you may benefit from the help of an executive coach, or a professional counselor or therapist. It will be the best investment of your life!

Personal Awareness E.Q. Inventory

| RATING | STATEMENT |
|-------------|-----------------------------------------------------------------------------------------------------------------------------|
| ? 1 2 3 4 5 | 1. I know how I "come across" to other people. |
| ? 1 2 3 4 5 | 2. I'm good at giving directions and clarifying instructions. |
| ? 1 2 3 4 5 | 3. I'm easy to talk to. |
| ? 1 2 3 4 5 | 4. I take correction well. |
| ? 1 2 3 4 5 | 5. I go out of my way to find out what others think. |
| ? 1 2 3 4 5 | 6. I "bounce my ideas off" other people. |
| ? 1 2 3 4 5 | 7. I don't get defensive when people correct or criticize me. |
| ? 1 2 3 4 5 | 8. In meetings, I encourage others to talk. |
| ? 1 2 3 4 5 | 9. I like hearing what other people think about my ideas, even if they disagree. |
| ? 1 2 3 4 5 | 10. People ask me questions a lot. |
| ? 1 2 3 4 5 | 11. When I'm dealing with a difficult problem, I ask for help. |
| ? 1 2 3 4 5 | 12. I am comfortable saying, "I'm not sure about this" in front of my peers. |
| ? 1 2 3 4 5 | 13. I am comfortable saying, "I'm not sure about this" in front of my <i>boss</i> . |
| ? 1 2 3 4 5 | 14. I am comfortable saying, "I'm not sure about this" in front of my <i>team</i> . |
| ? 1 2 3 4 5 | 15. I go to people in other departments and ask for their help or expertise when I need it to deal with a particular issue. |
| ? 1 2 3 4 5 | 16. I can take good-natured "ribbing" from other people. |
| ? 1 2 3 4 5 | 17. There's a lot in the organization that I don't understand. |
| ? 1 2 3 4 5 | 18. I enjoy social settings. |
| ? 1 2 3 4 5 | 19. I spend time with close friends. |
| ? 1 2 3 4 5 | 20. I spend meaningful time with my Dad (or did when he was alive). |
| ? 1 2 3 4 5 | 21. I know what my team thinks about my last "big idea." |
| ? 1 2 3 4 5 | 22. I know what my <i>boss</i> thinks about my last "big idea." |
| ? 1 2 3 4 5 | 23. I know what my <i>peers</i> think about my last "big idea." |
| ? 1 2 3 4 5 | 24. I consider myself a "people-person." |
| ? 1 2 3 4 5 | 25. I go out of my way to encourage, affirm, and praise others. |
| ? 1 2 3 4 5 | 26. I know it when someone around me is "hurting." |
| ? 1 2 3 4 5 | 27. People confide in me. |
| ? 1 2 3 4 5 | 28. People come to me for help or advice. |
| ? 1 2 3 4 5 | 29. I spend time out of my office, just walking around and talking with people. |
| ? 1 2 3 4 5 | 30. People tell me when they disagree with me. |

INSTRUCTIONS

Read each statement, and circle the number that corresponds to the response that best describes *how that statement applies to the person giving you this inventory for feedback.*

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