

WORKSHEET

Emotional Intelligence Development Plan

Before You Begin

This worksheet was designed to be used as part of my Emotional Intelligence Series. To get the best results, you should first watch *Video 2: The Basic Framework of Emotional Intelligence*. You can then use this worksheet alongside *Video 11: EQ Planning*.

Step 1: Complete an EI test

Choose one of the emotional intelligence tests I recommend in my video or the free ones at the link below, and complete the assessment.

<https://professional.dce.harvard.edu/blog/assessing-your-emotional-intelligence-4-tools-we-love/>

Note your results and any reflections you have.

Step 2: Pick an area you want to work on

*Based on your results and reflections, circle **one** of the areas of emotional intelligence to focus on:*



Step 3: Develop Three Strategies

Brainstorm strategies you can use to improve in the area you just selected. For ideas, refer back to *Video 2: The Basic Framework of Emotional Intelligence*. Based on my description of the area, think how you can move towards becoming more skilled.

Strategy #1

Date due:

Check when complete:

Strategy #2

Date due:

Check when complete:

Strategy #3

Date due:

Check when complete:

Step 4: Find a Mentor

Think of two options for people you could ask to be your mentor (just in case the first one you ask isn't able to help). Go for someone who is highly skilled in emotional intelligence.

Option #1

Name:

Why they'd be a great mentor:

Option #2

Name:

Why they'd be a great mentor:

Schedule a meeting with that person to ask them to be your mentor. You might want to jot down a few notes to take into the meeting, including:

- Why you want an emotional intelligence mentor
- What you'd particularly like help with (refer back to the strategies you set above)
- How the mentoring relationship could work (e.g. emails, phone calls, in-person meetings, etc)

Date of meeting:

Notes before/during meeting:

Step 5: Practice Reflection on Your Learning

It's important to regularly reflect on your progress. You can set your own schedule that suits you, but I recommend sitting down to reflect once a month. Work through the following questions alone or with your mentor.

Date:

Area of focus:

What went well this month:

What I still need to work on:

Rate your progress this month, by circling the most appropriate reaction:



What's next?

Over the next month, I'll... (circle one)

*Keep focusing on the same
area of emotional intelligence*

Focus on a different area:

Now you can go back to Step 3 and set strategies for the next month.