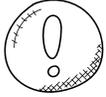


Emotional Intelligence Worksheet

Instructions



This worksheet is a companion to the Emotional Intelligence Activity in Moodle. It is suggested that you keep the activity instructions open in your computer as you fill in each of the three sections of this worksheet.

Reflective Scenarios:

In the following scenarios, notice your thoughts and feelings. What are your immediate reactions?

Jot down how you would respond in the boxes below:

The organization has chosen a new software system. Notifications have been communicated through multiple channels over the past few months about the transition. The changeover will be tomorrow.

The department is under new management; the environment and ways of working changed significantly including being tasked with additional responsibilities.

First thing Friday morning you are informed that your position has become redundant. You are given the choice to retrain for a determined role within the company or to accept a buy-out package.

You have been looking for a new role for a year, and were invited for only a few interviews.

For each scenario that you explored above, read the corresponding examples of strong adaptability and optimistic actions or thoughts from the module online. Then, take a moment to rate yourself in the boxes below.

How would you rate yourself in terms of **adaptability** on a scale of 1-10 (low to high)?

If you rated yourself on the lower end of the scale, how might you learn to become more adaptable?

How would you rate yourself in terms of **positive outlook (optimism)** on a scale of 1-10 (low to high)?

If you rated yourself on the lower end of the scale, how might you lean into optimism?

Now ask yourself (be as honest as you can),
do you want to become more adaptable and/or be more optimistic?

Remember: It is difficult to find the motivation to shift a behaviour if you are not ready or do not want to change it.