

# Mindwise

## Emotional Intelligence Guide

### joe samples

Your EI guide has been produced in good faith on the basis of your answers to the inventory you completed on the Internet.

The EI suggestions are to be used as a guide only. You must consider how accurate you think they are and if you agree with the main conclusions. No recommendations have been made, so it is up to you how you proceed to use this information.

The overview of your results are

	Low		Tends to low		Median	Tends to high		High	
Emotions									
Empathy									
Innovation									
Intuition									
Motivation									
Self awareness									
Social skills									

**What is emotional intelligence?**

Emotional Intelligence (EI) is all about understanding and using your feelings to guide you in life. It has nothing to do with IQ (Intelligence Quotient) which seeks to measure only a small aspect of our total make up. EI involves our self awareness, feelings, motivations and other related aspects that make up our whole being.

[www.step1.ac](http://www.step1.ac)

## **EI is about how we perform**

In addition to our abilities and technical skills, EI is an important component that reveals how one interacts with others, or performs at school, college and at work. It can also be used to view how one deals with pressure and stress and how innovative one is. Many people with high ability and aptitude levels do not perform as well as they could due to a certain aspect of their personal approach and emotional intelligence.

MindWise will help to explain how you perform and relate to others and most importantly it may help to identify areas which could be improved e.g. not listening to others.

## **Different levels of EI**

Most of us have median scores with only some highs and lows in different categories of emotional intelligence.

## **You can make changes**

You can change your levels of EI if you wish to. For instance if your score is lower on the motivation scale you can work to increase your EI in this direction. However, this is very much up to you to decide upon.

## **Your guide - MindWise**

Your emotional intelligence guide has been produced in good faith based upon your own responses to the questionnaire. It is therefore a self report which only reflects your answers regarding your personal perception at the present time.

The purpose of this guide to your EI is to inform you where you are at the moment and from that, to challenge you to consider your current situation and to make any changes you feel are necessary.

Given that this report is based upon a self report exercise, its accuracy depends on your honesty and understanding of yourself. It may also be affected by the degree to which you felt you needed to influence others. Therefore if you doubt the guides findings, consider talking to those who know you well.

## **Scale**

The results of your questionnaire are displayed on a scale.

- With a high score you may need to consider what impact this could have on your approach to things for instance on your interaction with others. A high score does not necessarily mean that you always perform well as there can be disadvantages e.g. if you are high on empathy you may find tough decisions difficult to make. A person with a high innovation score may be thought of as too much of a risk taker.
- A median score means you should have many balanced aspects of emotional intelligence and you are generally able to use your EI when you feel you wish to, or the situation so demands.
- A low score does not automatically mean that you cannot do well in these areas because people work in different ways and can compensate for their approaches in various ways. However, it may be useful to explore your low score areas to see if you wish to increase your EI in these directions.

## Emotions

This is all to do with states of mood and general attitudes towards people and things.

High scorers make full use of their emotions when dealing with situations and people. They are able to recognise their own moods and the impact these have on their performance, behaviour and on other people. Generally they are able to stay relaxed when under pressure and even manage their emotional state under stress. In fact they may be able to avoid stress and remain composed. They rarely take out their frustrations on others

Low		Tends to low		Median		Tends to high		High	

Most people acknowledge that their emotions play a big part in their lives but that there is a time and place for certain emotions to be used or considered. Many people are able to deal with their emotions rationally and even consider and use the range of emotions they possess.

Low scorers do not always acknowledge the impact of their moods on themselves, their behaviour, performance and other people. They may be less patient and even frustrated with difficult situations or people. They may need to learn to relax a little when they find themselves under too much pressure.

**Empathy**

Empathy involves considering people’s views and feelings along with other factors, when making decisions.

High scorers tend to indulge in a democratic and participative style taking notice of other peoples approaches, attitudes and feelings before making decisions. They usually seek out the views of others and listen well to what is being said.

Low		Tends to low		Median		Tends to high		High	

The average person usually processes and uses their understanding of others in order to be effective members of the community. They usually become involved with other peoples needs as much as they can. They are able to strike a balance between dependence and independence depending upon the circumstances.

Low scorers are usually more independent and very self reliant, making decisions and performing on their own rather than with others. They rarely need or want to seek out opinions from other people and may have little understanding of others. Low scorers can be self absorbed.

**Innovation**

This concerns new ideas and ways of doing things, perhaps even questioning the status quo and usual procedures.

High scorers like to use innovative ways of doing things; they may even reject rules and procedures in order to try new approaches. They understand where they need to improve their performance and are able to overcome obstacles to change.

Low		Tends to low		Median		Tends to high		High	

Many people score within the average range. This would mean that they are able to be innovative if and when the situation interested them, and that they do not always seek to change and develop things or habitually avoid them.

Low scorers generally prefer to take other people's ideas Low scorers generally prefer to take other peoples ideas and procedures on board rather than develop their own. They can be reluctant to make changes and if they do, such changes are likely to be step by step. They prefer stability rather than constant change.

**Intuition**

Intuition means relying on the senses to determine what is happening around you and what needs to be done.

High scorers often use guesses, even educated guesses or hunches when making decisions. Very high scorers may even rely on their hunches without any recourse to facts and hard information, wholly trusting their instincts and feelings. High scorers are usually aware of people and the world around them. They are also able to sense what others are feeling or even thinking, relying on their instinct to make decisions and judgements.

Low	Tends to low	Median	Tends to high	High

Those scoring in an average range use their intuition as and when they feel it best to do and perhaps when they feel a situation warranted it or not. Many people are reluctant to rely wholly on their intuition preferring to back it up with some facts. Other people in this range are not used to using their intuition or may even feel a little threatened to do so.

Low scorers do not rely on their instincts or feelings and are reluctant to understand or use emotional knowledge about others or when considering what to do. They simply rely on hard facts, information and analyses.

## Motivation

Motivation is all about the desire to achieve and get on in life.

High scorers usually have high expectations and can become frustrated with mistakes and imperfections. They are likely to be completely absorbed in their work and take on board all that is offered and expected of them. They seize opportunities to progress and those who score very high in this area can become completely obsessed with achievement. Setbacks and barriers rarely cause them a problem as they will see these as challenges to overcome and even relish.

Low	Tends to low	Median	Tends to high	High

Average scorers usually have good expectations of themselves and what they want out of life without being over motivated or totally de-motivated. They are usually well driven enough to succeed and know what needs to be done to achieve what they set out to achieve. These people also usually have a good balance between work and relaxation.

Low scorers are happy enough to do what is expected of them and take things no further. They may find that they are content with the ambitions and level of self determination which they set for themselves even if these do not necessarily match their potential. They are less interested in detail and quality and may not require to seek advancement in an organisational or academic sense.

## Self awareness

Self awareness means knowing yourself. Being aware of your strengths and weaknesses, your social skills, the amount which you are able to empathise with others. It can also mean understanding how you cope with stress and pressure and what you can do about it to make life more comfortable. It involves understanding your emotions and how these affect you and others around you. It can also expose the extent to which you understand your motives.

Self awareness includes how you reflect on your experiences and performances. It can include an awareness of your values and other matters of importance to you and how these aspects can have an impact on your life.

High scorers in this respect are aware of what they can do and what they cannot do. They are able to recognise when they need the help of others. High scorers seek comments and feedback from others and are more aware of their limitations.

Low	Tends to low	Median	Tends to high	High

Many people are quite well aware of themselves, ie their strengths and weaknesses and how these can be best employed or even developed. They are usually reasonably self confident with a mix of uncertainty or assurance about themselves in different situations.

Low scorers may think that it is not important to consider their own feelings, emotions, strengths and weaknesses. They can prefer not to acknowledge that they have weaknesses and what they should do about them. Low scorers may feel that there is not a lot to learn from experience or from the feedback or criticism of others.

## Social skills

Social skills are concerned with personal relationships of any description, whether it is a long or short term interaction with someone.

High scorers will believe that social relationships are very important and will therefore spend time and energy on establishing and developing relationships with others. They are usually skilled communicators and can motivate and lead others effectively. High scorers generally enjoy social occasions, working together in groups and teams and are effective and skilled communicators.

Low		Tends to low		Median		Tends to high		High	

Many people possess and use sufficient social skills to be effective with others and enjoy the company of other people. They are able to motivate and lead depending upon the circumstances and this is their choice. They are able to work both on their own and with others as required.

Low scorers find that they work better on their own rather than with others whether in couples or in teams. Often they can be less interested in communicating and prefer to keep themselves and their views to themselves. In social settings they are not loud or pushy and may prefer to stay in the background and are less likely to speak in public.

## **EI is about how we perform**

In addition to our abilities and technical skills, EI is an important component of how we relate to others and how we perform at school, college and at work. It can also be useful to view how we deal with pressure and stress, how innovative or not we are how we relate to others and visa versa. Many people with high ability and aptitude levels do not do as well as they could due to some aspect of their personal approach and emotional intelligence. Therefore it is important to not only have knowledge of your abilities and aptitudes but also your personal disposition from an emotional intelligence perspective.

## **EI people know themselves**

The important thing is that emotionally intelligent people know themselves and know which aspects of themselves to use and show to others at the appropriate times. Just to emphasise - these aspects can all be developed if **YOU** feel comfortable about this and feel it is necessary.