

Improving your EQ: Action Work Sheet

Use this work sheet to reflect on your behaviour and brainstorm ideas for improving your EQ. You may need to use multiple copies for different key improvement areas.

This tool is best used in conjunction with the EQ Self Assessment, so that you can identify your strengths and weaknesses.

Key Improvement Area: (ie. Identify your major weakness from the self-assessment questionnaire)
What emotional competencies are represented by this statement? (e.g. empathy, controlling emotions, listening skills)
Why is this skill important to the workplace?
What are some behaviours represented by this skill?
What has stopped you from behaving this way?
What needs to happen so that you can build this competency?
List what specific action you will take and when