

Emotional Intelligence Checklist for Managers

Leaders with strong emotional intelligence help foster a positive, productive culture. Use this checklist below to identify how emotionally intelligent you currently are in your leadership role; it is an opportunity to reflect and plan for improvement.

1. Self-awareness

- ☐ I regularly reflect on my emotional responses and triggers.
- ☐ I understand how my mood affects my behaviour and decision-making.
- ☐ I seek feedback to understand how others perceive me.

2. Self-Regulation

- ☐ I stay calm and composed under pressure.
- ☐ I avoid reacting impulsively or emotionally in challenging situations.
- ☐ I take responsibility for my actions and admit mistakes.

3. Motivation

- ☐ I set personal and professional goals that align with my values.
- ☐ I stay optimistic and resilient in the face of setbacks.
- ☐ I demonstrate a strong work ethic and lead by example.

4. Empathy

- ☐ I actively listen to team members without interrupting.
- ☐ I try to understand others' perspectives, especially during conflict.
- ☐ I show genuine concern for my team's well-being.

5. Social Skills

- ☐ I communicate clearly and respectfully with my team.
- ☐ I build strong relationships across different levels of the organisation.
- ☐ I manage conflict constructively and encourage collaboration.