



2025 ASCEND Leadership Monthly Webinar Series

Session Learning Tools & Practice Materials

Emotional Intelligence Self-Assessment Worksheet

Instructions: This self-assessment will help you identify your strengths and areas for growth in Emotional Intelligence. Rate yourself on a scale of 1 (low) to 5 (high) for each statement below.

1. Self-Awareness

	I recognize my emotions as they arise.
	I understand how my emotions affect my actions and decisions.
	I reflect on my emotional responses to different situations.
	I can accurately describe my emotional strengths and challenges.
	I seek feedback to understand how others perceive me.
	Self-Awareness Score

2. Self-Regulation

	I stay calm under pressure.
	I manage impulsive reactions effectively.
	I can pause and reframe my thoughts before responding emotionally.
	I handle stressful situations with control and patience.
	I adapt well to change and uncertainty.
	Self-Regulation Score

3. Motivation

	I set personal and professional goals and work steadily toward them.
	I stay positive and persistent even when facing obstacles.
	I find meaning and purpose in my work.
	I am driven by internal motivation rather than external rewards.
	I maintain enthusiasm and resilience in challenging times.
	Motivation Score

4. Empathy

	I actively listen to others without interrupting.
	I recognize the emotions of others, even when they are unspoken.
	I adjust my communication style to meet the emotional needs of others.
	I demonstrate concern and support when someone is struggling.
	I strive to see situations from other people's perspectives.
	Empathy Score

5. Social Skills

	I communicate clearly and effectively in both verbal and non-verbal ways.
	I build and maintain strong professional relationships.
	I navigate conflicts with empathy and problem-solving.
	I collaborate well with diverse teams and personalities.
	I inspire and influence others positively.
	Social Skills Score

6. Conflict Management

	I remain calm and focused when handling disagreements.
	I seek to understand different perspectives in conflict situations.
	I approach conflict with problem-solving rather than defensiveness.
	I de-escalate tense situations by using emotional intelligence techniques.
	I can assertively express my needs while considering others' viewpoints.
	Conflict Management Score

7. Self-Leadership

	I take responsibility for my actions and decisions.
	I proactively seek opportunities for growth and self-improvement.
	I maintain discipline and follow through on commitments.
	I manage my time effectively and set clear priorities.
	I hold myself accountable for maintaining emotional balance and focus.
	Self-Leadership Score

Total Scores: Add up your total score for each category. Identify your strongest area and the area that needs the most improvement.

EI Category	Total Score (out of 25)
Self-Awareness	
Self-Regulation	
Motivation	
Empathy	
Social Skills	
Conflict Management	
Self-Leadership	

Based on your lowest-scoring category, list one action step you will take in the next month to improve.

Action Plan:

Area to Improve: _____

Specific Action Steps:

1. _____
2. _____
3. _____
4. _____
5. _____

Accountability Check: *How will you measure your progress?*



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Empathy Practice Worksheet

Use this worksheet as a self-awareness tool to reflect on a past interaction and practice developing deeper empathy in your personal and professional relationships. The interaction could have been positive or difficult. The key is that it should be one that stood out to you emotionally, whether because of its impact, the emotions involved, or the connection (or disconnection) you felt during the exchange.

Step 1: Recall a Recent Conversation

Think of a conversation where empathy could have improved the outcome.

Who were you speaking with?
What was the topic of discussion?
How did you respond in the moment?

Step 2: Analyze Your Emotional Response

What emotions did you feel during the conversation?
What emotions do you think the other person was feeling?
How did your emotional response influence the conversation's outcome?

Step 3: Consider an Alternative Response

How could you have responded differently in your past conversation to show greater empathy?
What phrases could you have used to validate the other person's feelings?

Step 4: Practice Empathic Listening

In your next conversation, apply the following techniques:

- Make eye contact and nod to show engagement
- Pause before responding to ensure the other person has fully expressed themselves
- Avoid interrupting; let the other person finish speaking before responding
- Mirror key phrases or emotions to show understanding
- Ask open-ended questions to encourage elaboration
- Validate feelings by acknowledging emotions without judgment
- Check for understanding by paraphrasing
- Ask clarifying questions to gain deeper insight
- Summarize what you heard to ensure understanding

Afterward, reflect on the conversation:

Who were you speaking with?
What was the topic of discussion?
What emotions were present during the conversation? (Yours and theirs?)
Were you able to apply these techniques? If so, which?
Did you feel like the other person felt heard and understood?
Did you feel like the other person felt heard and understood?
Did the conversation go as expected? Why or why not?

Step 5: Set a Personal Empathy Goal

Choose one empathy skill to improve (e.g., listening, perspective-taking, verbal validation):
Describe one action you will take this week to practice this skill:
How will you measure progress?

Use this worksheet to reflect on your conversations and build stronger emotional connections.