**Emotional Intelligence Development Plan**

**1. Self-Assessment:**

* **Current Emotional Intelligence Score**: [Insert score from your assessment]
* **Key Strengths**:
	+ [List top 2-3 emotional intelligence strengths]
* **Areas for Improvement**:
	+ [List 2-3 emotional intelligence areas that need development]

**2. Development Goals (S.M.A.R.T Goals):**

* **Goal 1**: [Set a specific, measurable, achievable, relevant, and time-bound goal]
	+ Example: *Improve self-awareness by reflecting on emotional responses at work by keeping a daily journal for three months.*
* **Goal 2**: [Set another S.M.A.R.T goal]
	+ Example: *Develop stronger empathy by actively listening during team meetings and offering feedback twice a week for the next quarter.*

**3. Action Plan:**

* **Action Steps**:
	+ [List concrete actions to achieve each goal, broken down into tasks]
	+ Example:
		- Attend a workshop on Emotional Intelligence.
		- Schedule weekly reflection sessions to review personal emotional triggers.
		- Practice active listening techniques in every conversation.
* **Resources/Tools Needed**:
	+ [List any tools or resources needed for development]
	+ Example: Emotional Intelligence 2.0 book, journaling app, or coaching sessions.

**4. Timeline:**

* **Start Date**: [Insert date]
* **End Date**: [Insert date]
* **Review Dates**: [Insert regular intervals for progress checks]

**5. Support System:**

* **Mentors/Coaches**:
	+ [Name individuals or resources you’ll lean on for support]
* **Feedback Mechanisms**:
	+ [Describe how you’ll gather feedback, e.g., 360-degree feedback, peer reviews]

**6. Success Indicators:**

* **How will progress be measured?**:
	+ [Describe how you will know you’ve achieved the goals, e.g., increased performance reviews, improved team feedback]

**7. Reflection:**

* **Post-Development Reflection**:
	+ [Once completed, reflect on how the plan improved your emotional intelligence]

**Example**

**Goal**: Improve self-management by reducing stress responses in high-pressure situations.

* **Action Step 1**: Practice mindfulness techniques daily for 10 minutes.
* **Action Step 2**: Attend a stress management course within the next 2 months.
* **Support**: Seek feedback from peers on emotional responses during team meetings.
* **Timeline**: 6 months, with progress reviews every 2 months.
* **Success Indicator**: Reduced frequency of stress-related reactions, validated through peer feedback.