EQ Agility Quick Start Guide…

People skills. Who doesn't need them? Who couldn't improve on them? People skills involve effectively navigating the complex world of emotions – both your own and others. You will learn about **Emotional Intelligence (EQ)**, why EQ is important, and how can you maximize your EQ. **EQ Agility**, by Matrix Insights, uniquely integrates online tools, resources, and practical action tips that deliver a personalized experience to build your **EQ Agility Profile** and improve your people skills.

Step1: Setup Your Account

You will receive an email with a link to the Matrix Insights application. Follow the link to create your account using your email address, name, password, and profile photo. For future access, be sure to bookmark http://app.matrixinsights.com.

Step 2: Complete Your EQ Agility Profile

Your EQ Agility journey begins with **Discovery**. Discovery walks you through 4 components, from teaching you about EQ to completing your self-assessment. The 4 components are:

Learn about EQ

You will learn more about emotions and emotional competencies and how they impact your effectiveness.
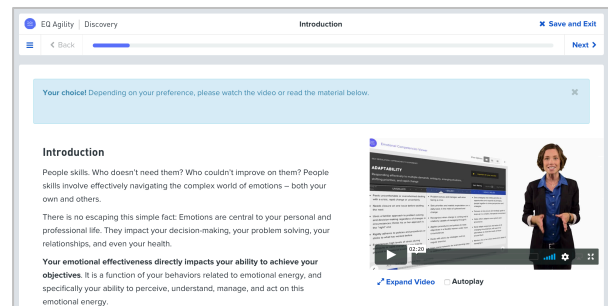

Rate Competencies

You will have the opportunity to build your EQ Agility Profile by rating your skill level on several competencies.

- Review the definition of the competency.
- Review the descriptions of Unskilled, Skilled, and Highly Skilled.
- Drag the slider to indicate your level of skill.
- Click next to save your rating and move on.
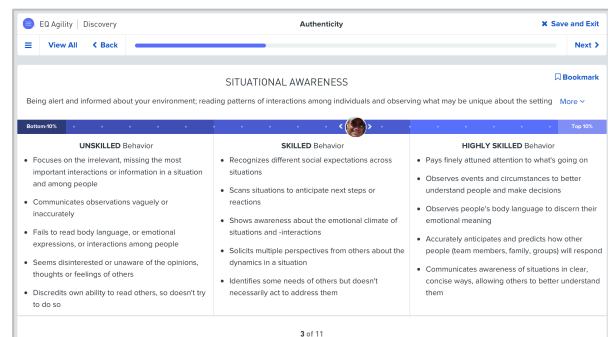
Sort Competencies

To build and improve your EQ Agility profile, you will sort competencies into 3 buckets: your best, your lowest, and those in the middle. After, you will select your top strengths and bookmark any that you would like to remember later.
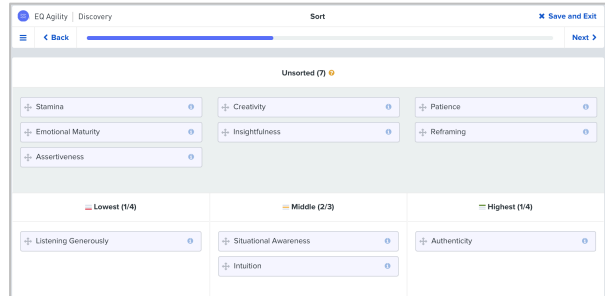
Survey

Research shows a strong correlation between personality factors and EQ strengths and development opportunities. By completing a simple survey, we can apply this research to enhance your overall EQ Agility Profile.
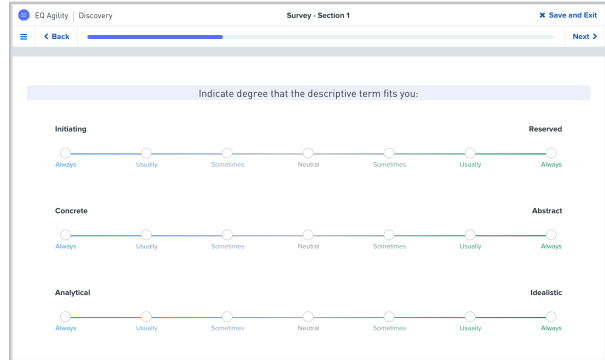
Step 3: Invite 360 Evaluators (Optional)

Note that your organizations administrator may have elected to disable this feature.

Receiving feedback from your management, peers, or even friends and family can be invaluable to your development.

Inviting raters can be done when you complete your Discovery, and you may be prompted to invite raters at that time. Further, you can elect to invite 360 raters later by navigating to the **Personal Insights** page and selecting **Manage 360 Multi-Rater Invites**.

There is no cost to invite 360 raters, and you can invite as many people as you wish.

360° Multi-Rater

Gain perspective by inviting connections to provide feedback.

Manage 360 Multi-Rater Invites >

Step 4: Review your EQ Agility Profile

Your EQ Agility Profile is designed to improve self-awareness as a critical step toward achieving your personal and professional goals. It summarizes results from your self-discovery and from 360 multi-raters that have provided you with feedback.

Your profile is organized in several sections, which you can navigate to using the links on the left side of the page. The sections are:

- Profile Summary
- Personal Strengths
- Personal Weaknesses
- Development Areas
- Sort Results
- Rating Results
- Survey Results

In addition to being online, your comprehensive report can be downloaded using the **Download PDF** link at the top center of the page.

Step 5: Explore Development Insights

After studying your EQ Agility Profile, you are sure to find areas where you will want to focus develop efforts. The **Development Insights** section of Matrix Insights provides bite-sized perspectives and actions tips based on what research suggests will be most beneficial to building your EQ.

You can browse the specific competencies you self-assessed, bookmark them for easy reference, and even dig into all 54 emotional competencies in the full Matrix Insights library.

Once in the Development Insights section, be sure to add Action Items for those especially important points you would like to highlight.

Step 6: Use Action Items for Focus and Accountability

Action Items help to organize your development efforts and allow for setting automated email reminders, assuring that development efforts remain visible and timely.

In addition to simply "listing" Action Items, Matrix Insights encourages you to journal about progress, include notations about why an item is important, and ultimately complete the item. You can even "un-complete" an item if future changes warrant.

You can add as many Action Items as desired. Additionally, if you are working with a Coach, the Coach can add, edit, and journal about your Action Items.

Action Items can be created from Matrix Insights content within the Development Insights sections using the **+Add as Action Item** button.

+ Add as Action Item
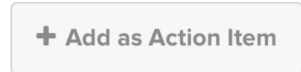
A **Custom Action Item** can be created via the **+Add Item** link from the **Home** page and completing the pop-up form.

These can be anything people wish to bring attention to, track, or set email reminders for, such as a book to read, a YouTube video to view, or an on-the-job assignment to complete.

Add Item   ✕

To add an action item to your list you can:
- Select an item from your personalized library of **Development Insights**
- Select a **Relationship Insight** to help you work more effectively with a specific team member, or
- Create a **custom action item** using the form below.

Title
Enter a custom title

Enter a title for the content

Source URL
Enter the URL of the source content, if any.

Enter URL (i.e. http://website.com/link/to/article)

Personal Notes
Make this item personal and actionable (ie describe why it is relevant to you, what action you expect to take, etc)

Enter some notes

Email Reminder Frequency
How often would you like to be reminded of this Action Item? Reminders are sent to your email inbox.

Bi-Weekly ⬍

Cancel   Save