

★ THE QUICK START ★ LEADERSHIP CHEAT SHEET ★



EQ



Key insights

7 Habits of Highly Effective People

1. **Place on things you can control**
Concentrating on things you can control is the key to success. It's not about what you want, it's about what you can do.
2. **Practice empathy listening**
To understand others, you must first understand yourself. Listen to what they are saying, not just what they are saying to you.
3. **Remove your identity**
Don't let your identity, beliefs, or emotions get in the way of your growth. Be open to change.
4. **Develop your character**
Character is the foundation of success. It's the quality of being morally good and honest.
5. **Shift your personal mission statement**
Your mission statement is the key to your success. It's the reason you are here.
6. **Never give advice unless asked**
Only give advice when it's requested. Otherwise, you're just being a know-it-all.
7. **Take responsibility**
You are responsible for your own success or failure. Don't blame others.

7 HABITS OF HIGHLY EFFECTIVE PEOPLE



Emotional Intelligence

3 Traits of Emotional Intelligence

- 1. **Self**
The ability to recognize and understand your own emotions, strengths, and weaknesses.
- 2. **Others**
The ability to recognize and understand the emotions, strengths, and weaknesses of others.
- 3. **Relationships**
The ability to manage your relationships with others effectively.

Positive and Negative Effects of Emotion



Teach Emotional Intelligence

- 1. **Recognize and understand your own emotions**
Teach children to identify and name their emotions.
- 2. **Recognize and understand the emotions of others**
Teach children to observe and interpret the emotions of others.
- 3. **Manage your relationships with others**
Teach children to resolve conflicts and build positive relationships.

START WITH NO

Thinking Fast... Slow

The System 1 and System 2 thinking system



- 1. **3 Traits of System 1**
 - 1. Automatic and unconscious
 - 2. Fast and intuitive
 - 3. Emotionally driven
- 2. **3 Traits of System 2**
 - 1. Deliberate and conscious
 - 2. Slow and logical
 - 3. Emotionally neutral

BY KEVIN BOX

Key insights

Thinking Fast and Slow

1. **Slow emotions aren't as reliable as your brain**
Your brain is designed to be fast and automatic. It's not designed to be slow and deliberate.
2. **Slow emotions aren't as reliable as your brain**
Your brain is designed to be fast and automatic. It's not designed to be slow and deliberate.
3. **Slow emotions aren't as reliable as your brain**
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8. **Slow emotions aren't as reliable as your brain**
Your brain is designed to be fast and automatic. It's not designed to be slow and deliberate.

THINKING FAST AND SLOW



Key insights

Start with No

1. **Know what you want**
You can't say no if you don't know what you want. Be clear about your goals and desires.
2. **Set boundaries in negotiation**
Negotiation is a process of giving and taking. Set your boundaries from the start.
3. **Never raise the adversary**
If you raise the adversary, you're making it harder for them to say no. Stay calm and composed.
4. **Review all the instructions of the adversary**
The adversary will give you instructions. Review them carefully and don't agree to anything you don't want to do.
5. **The role of ego in negotiation**
Ego is a major obstacle in negotiation. It's the desire to be right and to win.
6. **Your leverage and their leverage**
Leverage is the power to influence. Understand your own leverage and the adversary's.
7. **What happens next?**
After a negotiation, there will be a period of time where you wait for the results. Stay patient.
8. **A good ego should contain egoism**
Egoism is the belief in one's own superiority. A good ego should be humble and open to feedback.

Quick Start Leadership Skills

David Greenwald, Guy S. Wiggins



Quick Start Leadership Skills:

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


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


































































































































































































































































































































































































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