

★ 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. Focusing on things you can't control is a waste of time and energy.
2. **Practice empathy listening**
To understand others, you must listen to what they are saying, not just what they are saying to you. Empathy listening is the key to building strong relationships.
3. **Balance your thoughts**
Don't let your thoughts run wild. Keep them under control and you will be able to focus on what is important.
4. **Develop your character**
Character is the foundation of success. It is the quality of being morally good and honest. Develop your character and you will be able to achieve your goals.
5. **Shift your personal mission statement**
Your personal mission statement is the key to your success. It is the statement of your purpose and values. Shift your mission statement and you will be able to achieve your goals.
6. **Never give advice unless asked**
Giving advice is a common mistake. Only give advice when it is asked for. Otherwise, you are just being intrusive.
7. **Take responsibility**
Taking responsibility for your actions is the key to success. Don't blame others for your mistakes. Take responsibility and you will be able to achieve your goals.

7 HABITS OF HIGHLY EFFECTIVE PEOPLE



Emotional Intelligence

3 Traits of Emotional Intelligence

- 1. **Self**
The ability to recognize and understand one's own emotions, and how they affect one's behavior.
- 2. **Others**
The ability to recognize and understand the emotions of others, and how they affect their behavior.
- 3. **Relationships**
The ability to use one's emotional intelligence to build strong relationships with others.

Positive and Negative Effects of Emotion



START WITH NO

Thinking Fast... Slow

The System 1 and System 2 thinking system



3 Traits of System 1

- 1. System 1 is fast and automatic.
- 2. System 1 is unconscious.
- 3. System 1 is not under conscious control.

3 Traits of System 2

- 1. System 2 is slow and deliberate.
- 2. System 2 is conscious.
- 3. System 2 is under conscious control.

BY KEVIN BOX

Key insights

Emotional Intelligence

Daniel Goleman

1. **The secret of positive leadership**
The ability to regulate one's own emotions is the key to positive leadership. Leaders who can regulate their emotions are able to inspire and motivate their teams.
2. **Emotional skills improve our lives**
Developing emotional skills can improve our lives in many ways. It can help us to build strong relationships, manage stress, and make better decisions.
3. **Emotional intelligence supports your health**
The ability to process and regulate emotions is the key to good health. People with high emotional intelligence are less likely to experience stress-related health problems.
4. **Actions are driven by feelings**
Our feelings can drive our actions. If we feel happy, we are more likely to act positively. If we feel sad, we are more likely to act negatively.
5. **Go away from heated arguments**
When you are in a heated argument, it is best to take a break. This gives you time to cool down and think about the situation more objectively.
6. **Learn empathy from others**
Empathy is the ability to understand and share the feelings of others. It is a key skill for building strong relationships.
7. **Teach children to cope with failure**
Children should be taught how to cope with failure. This helps them to build resilience and learn from their mistakes.
8. **Manage the emotional health**
Managing your emotional health is the key to success. It involves recognizing your emotions, understanding their causes, and taking steps to regulate them.

Key insights

Thinking Fast and Slow

Daniel Kahneman

1. **Most decisions aren't as rational as you think**
Our brains are wired to make decisions quickly, often without us realizing it. These decisions are often based on emotions and gut feelings, rather than logic.
2. **Slow decisions and everything in life is a choice**
Everything we do is a choice, even if it's not a conscious one. We are constantly making choices, from what to eat to what to wear.
3. **Ask everything that comes to mind**
When you are making a decision, ask yourself what comes to mind. This helps you to identify your biases and make a more informed choice.
4. **Beats automatically control the world around**
Our automatic thoughts and feelings control much of our behavior. We often act on impulse without realizing it.
5. **The "Nudge Effect" is a disincentivizing tool**
Nudging is a way to influence behavior without forcing it. It involves making small changes to the environment that encourage people to make better choices.
6. **Review of emotional thinking in decision-making**
Emotions play a significant role in decision-making. Understanding our emotions can help us to make better decisions.
7. **Be open to the thoughts of other people**
Listening to other people's thoughts can help us to see things from a different perspective and make better decisions.
8. **Be open to the thoughts of other people**
Listening to other people's thoughts can help us to see things from a different perspective and make better decisions.

THINKING FAST AND SLOW



Key insights

Start with No

John C. Maxwell

1. **Know what you want**
Before you negotiate, you need to know what you want. This helps you to stay focused and not get distracted by the other party's demands.
2. **Start with no in negotiation**
Starting with 'no' is a powerful way to negotiate. It shows that you are not easily swayed and that you have a strong position.
3. **Never raise the adversary**
If you raise the adversary, you are making it harder for them to negotiate. Keep them calm and focused on the issue at hand.
4. **Review of the instructions of the best negotiator**
The best negotiator is someone who can listen, understand, and communicate effectively. They are able to find common ground and reach a win-win solution.
5. **The role of agents in negotiation**
Agents play a key role in negotiation. They help to facilitate the process and ensure that both parties are satisfied with the outcome.
6. **Your leverage and their leverage**
Understanding your leverage and the other party's leverage is the key to successful negotiation. It helps you to know when to stand firm and when to give in.
7. **What happens next?**
After a negotiation, it's important to follow up. This helps to ensure that the agreement is being followed and that both parties are satisfied.
8. **A good negotiator should maintain goodwill**
Maintaining goodwill is the key to long-term success in negotiation. It involves being fair, honest, and respectful to the other party.

Quick Start Leadership Skills

Daniel B. Evans



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