

★ 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 them. Empathy listening is the ability to understand the feelings and needs of others.
3. **Balance your thoughts**
Don't let your thoughts run wild. Keep them under control and focus on the things you can control.
4. **Develop your character**
Character is the foundation of success. Develop your character by practicing the virtues of honesty, integrity, and courage.
5. **Shift your personal mission statement**
Your personal mission statement is the guiding principle of your life. Shift it to reflect your current goals and values.
6. **Never give advice unless asked**
Giving advice is often a sign of insecurity. Only give advice when it is requested and when you are qualified to do so.
7. **Take responsibility**
Take responsibility for your actions and the results they produce. Don't blame others for your failures.

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, strengths, and weaknesses.
- 2. **Others**
The ability to recognize and understand the emotions, strengths, and weaknesses of others.
- 3. **Relationships**
The ability to manage one's relationships with others effectively.

Positive and Negative Effects of Emotion



Teach Emotional Intelligence

- 1. **Recognize and understand one's 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 facial expressions and body language of others.
- 3. **Manage one's 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 efficient
 - 3. Prone to errors and biases
- 2. **3 Traits of System 2**
 - 1. Deliberate and conscious
 - 2. Slow and inefficient
 - 3. Prone to errors and biases

BY KEVIN BOX

Key insights

Thinking Fast and Slow

1. **Slow emotions aren't as reliable as your brain**
Your emotions are often a poor guide to reality. Your brain is much more reliable.
2. **Slow emotions aren't everything in life**
Emotions are just one part of life. There are many other things that matter.
3. **Slow emotions aren't everything in life**
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8. **Slow emotions aren't everything in life**
Emotions are just one part of life. There are many other things that matter.

THINKING FAST AND SLOW



Key insights

Start with No

1. **Know what you want**
Before you can say no, you must know what you want.
2. **Set boundaries in negotiation**
Negotiation is a process of giving and taking. Set boundaries to protect your interests.
3. **Never save the adversary**
If you save your adversary, you are saving yourself. Always stand up for your principles.
4. **Review all the instructions of the adversary**
Always read the instructions of the adversary carefully before responding.
5. **The role of ego in negotiation**
Ego is a major obstacle in negotiation. Keep it under control.
6. **Your leverage and their leverage**
Leverage is the power to influence. Know your leverage and use it wisely.
7. **What happens next?**
After a negotiation, always follow up to ensure the agreement is honored.
8. **A good ego should contain egoism**
A good ego is one that is confident but not arrogant.

Quick Start Leadership Skills

Joel Murach, Tom Murach



Quick Start Leadership Skills:

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