

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 truly understand someone, you must 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.
4. **Develop your character**
Character is the foundation of leadership. It's the quality of being morally strong 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**
Giving advice is the worst thing you can do. It's the fastest way to lose respect.
7. **Take responsibility**
You are responsible for your life. You are responsible for your success.

7 HABITS OF HIGHLY EFFECTIVE PEOPLE



Emotional Intelligence

3 Traits of Emotional Intelligence

- 1. **Self**
The ability to recognize, understand, and manage your own emotions, thoughts, and behaviors.
- 2. **Others**
The ability to recognize, understand, and manage the emotions, thoughts, and behaviors of others.
- 3. **Relationships**
The ability to build, maintain, and improve your relationships with others.

Positive and Negative Effects of Emotion



Teach Emotional Intelligence

- 1. **Recognize**
Help children recognize their own emotions and the emotions of others.
- 2. **Understand**
Help children understand the causes and effects of emotions.
- 3. **Manage**
Help children manage their emotions and the emotions of others.

START WITH NO

Thinking Fast... Slow

The System 1 and System 2 Thinking System



- 1. **3 Traits of System 1**
 - 1. Automatic
 - 2. Fast
 - 3. Unconscious
- 2. **3 Traits of System 2**
 - 1. Deliberate
 - 2. Slow
 - 3. Conscious

Key insights

Emotional Intelligence

Emotional Intelligence

1. **The secret of positive leadership**
The secret of positive leadership is the ability to create a positive environment. It's the ability to make people feel good.
2. **Emotional skills improve our lives**
Developing healthy emotional skills is the key to success. It's the ability to manage our emotions.
3. **Emotional intelligence supports your health**
The ability to process, understand, and manage our emotions is the key to good health.
4. **Actions are driven by feelings**
Our feelings are the key to our actions. It's the ability to understand our feelings.
5. **Go away from heated arguments**
The key to success is the ability to avoid heated arguments. It's the ability to manage our emotions.
6. **Learn empathy from others**
The key to success is the ability to learn from others. It's the ability to understand their feelings.
7. **Teach children to cope with failure**
The key to success is the ability to teach children to cope with failure. It's the ability to manage their emotions.
8. **Manage the emotional health**
The key to success is the ability to manage our emotional health. It's the ability to understand our feelings.



Key insights

Thinking Fast and Slow

1. **Slow emotions aren't as reliable as your brain**
Your emotions are not as reliable as your brain. It's the ability to understand your feelings.
2. **Slow emotions are not everything in life**
Slow emotions are not everything in life. It's the ability to manage our emotions.
3. **Slow emotions are not everything in life**
Slow emotions are not everything in life. It's the ability to manage our emotions.
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8. **Slow emotions are not everything in life**
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THINKING FAST AND SLOW



Key insights

Start with No

1. **Know what you want**
The key to success is the ability to know what you want. It's the ability to understand your feelings.
2. **Start with no in negotiation**
The key to success is the ability to start with no in negotiation. It's the ability to manage our emotions.
3. **Never save the adversary**
The key to success is the ability to never save the adversary. It's the ability to understand our feelings.
4. **Review all the instructions of the adversary**
The key to success is the ability to review all the instructions of the adversary. It's the ability to manage our emotions.
5. **The role of agenda in negotiation**
The key to success is the ability to understand the role of agenda in negotiation. It's the ability to manage our emotions.
6. **Your leverage and their leverage**
The key to success is the ability to understand your leverage and their leverage. It's the ability to manage our emotions.
7. **What happens next?**
The key to success is the ability to understand what happens next. It's the ability to manage our emotions.
8. **A good agenda should contain**
The key to success is the ability to understand a good agenda should contain. It's the ability to manage our emotions.



Quick Start Leadership Skills

Daniel B. Evans



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