

# ★ 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 your own emotions, and how they affect your thoughts and behavior.
- 2. **Others**  
The ability to recognize and understand the emotions of others, and how they affect their thoughts and behavior.
- 3. **Relationships**  
The ability to use your emotional intelligence to build strong relationships with others.

### Positive and Negative Effects of Emotion



### Teach Emotional Intelligence

- 1. **Recognize and understand your own emotions**  
Teach children to recognize and understand their own emotions, and how they affect their thoughts and behavior.
- 2. **Recognize and understand the emotions of others**  
Teach children to recognize and understand the emotions of others, and how they affect their thoughts and behavior.
- 3. **Use your emotional intelligence to build strong relationships**  
Teach children to use their emotional intelligence to build strong relationships with others.

START WITH NO

## Thinking Fast... Slow

### The System 1 and System 2 thinking system



- 1. **3 Traits of System 1**
  - 1. Automatic and fast
  - 2. Not conscious
  - 3. Not under voluntary control
- 2. **3 Traits of System 2**
  - 1. Deliberate and slow
  - 2. Conscious
  - 3. Under voluntary control

BY KEVIN BOX

## Key insights

### Thinking Fast and Slow

1. **Slow emotions aren't as reliable as your brain**  
Your brain is much faster than your emotions. It can process information much more quickly than your emotions can.
2. **Slow emotions are not everything in life**  
Emotions are not the only thing that matters in life. There are many other things that are important, such as logic and reason.
3. **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**  
Before you can say no, you need to know what you want. You need to be clear about your goals and values.
2. **Set boundaries in negotiation**  
Negotiation is a process of giving and taking. You need to set boundaries to protect your interests.
3. **Never save the adversary**  
If you save the adversary, you are giving them a chance to win. You need to be firm and stand your ground.
4. **Review all the instructions of the adversary**  
Before you can say no, you need to review all the instructions of the adversary. You need to know what they are asking for.
5. **The role of ego in negotiation**  
Ego is a major factor in negotiation. It can make you say yes when you should say no.
6. **Your leverage and their leverage**  
Leverage is the power to influence. You need to know your leverage and their leverage.
7. **What happens next?**  
After you say no, you need to know what happens next. You need to be prepared for the consequences.
8. **A good ego should contain egoism**  
Egoism is the belief in one's own superiority. A good ego should contain egoism.

# Quick Start Leadership Skills

**Mary Ellen Grohar-Murray, Helen R.  
DiCroce**



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