

★ 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 that are important to you.
4. **Develop your character**
Character is the foundation of success. It is the set of qualities that make you a good person.
5. **Start a personal mission statement**
A mission statement is a statement of purpose. It tells you what you want to achieve and why.
6. **Never give advice unless asked**
Giving advice is often a waste of time. Only give advice when it is asked for.
7. **Take responsibility**
You are responsible for your own success or failure. Don't blame others for what happens to you.

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 and maintain healthy relationships with others.

Positive and Negative Effects of Emotion



Teach Emotional Intelligence

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

START WITH NO

Thinking Fast... Slow

The System 1 and System 2 thinking system



- 1. **3 Traits of System 1**
Fast, automatic, and unconscious.
- 2. **3 Traits of System 2**
Slow, deliberate, and conscious.

Key insights

Emotional Intelligence

General Overview

1. **The secret of positive leadership**
The secret of positive leadership is the ability to create a positive environment. This is done by focusing on the strengths of others and by encouraging them to do their best.
2. **Emotional skills improve our lives**
Developing healthy emotional skills is essential for a happy and successful life. It allows us to understand our own emotions and the emotions of others, and to use this knowledge to improve our lives.
3. **Emotional intelligence supports your health**
The ability to process, understand, and regulate our emotions is essential for good physical and mental health. It helps us to manage stress and to maintain a healthy lifestyle.
4. **Actions are driven by feelings**
Our feelings can either help us or hinder us. It is important to be aware of our feelings and to use them to guide our actions.
5. **Go away from heated arguments**
When you are in a heated argument, it is important to take a break. This allows you to calm down and to think more clearly.
6. **Learn empathy from others**
Empathy is the ability to understand the feelings of others. It is a skill that can be learned from others.
7. **Teach children to cope with failure**
Children should be taught to cope with failure. This is done by encouraging them to try again and by praising their efforts.
8. **Manage the emotional health**
It is important to manage our emotional health. This is done by taking care of ourselves and by seeking help when we need it.



Key insights

Thinking Fast and Slow

1. **Slow emotions aren't as reliable as your brain**
Your emotions are often unreliable. Your brain, on the other hand, is much more reliable. It is able to process information much more quickly and accurately than your emotions.
2. **Slow emotions don't everything in life is a choice**
Not everything in life is a choice. Some things are just the way they are. It is important to accept this and to focus on the things that you can control.
3. **Ask everything that comes to mind**
When you are making a decision, it is important to ask yourself everything that comes to mind. This will help you to make a more informed decision.
4. **Becky's experience is a warning sign**
Becky's experience is a warning sign that you should be careful of your emotions. It shows that emotions can be very powerful and can lead to poor decisions.
5. **The "Noble Effort" is a disorienting loss**
The "Noble Effort" is a disorienting loss. It is the feeling of having lost something that was never yours to begin with.
6. **Review of emotional thinking in decision-making**
Emotional thinking can lead to poor decisions. It is important to be aware of your emotions and to use them to guide your decisions.
7. **No return to the thoughts of other people**
It is important to focus on your own thoughts and feelings. Do not let the thoughts of other people distract you.

THINKING FAST AND SLOW



Key insights

Start with No

1. **Know what you want**
Before you enter a negotiation, you must know what you want. This will help you to make a more informed decision.
2. **Start with no in negotiation**
Starting with "no" is a powerful way to begin a negotiation. It shows that you are not easily swayed and that you are willing to stand up for your interests.
3. **Never raise the adversary**
It is important to keep your emotions under control during a negotiation. Do not let your anger or frustration get the best of you.
4. **Review of the instructions of the best negotiator**
The best negotiator is someone who is able to listen to the other side and to find a way to satisfy both sides. It is important to learn from their example.
5. **The role of agents in negotiation**
Agents play a crucial role in negotiation. They are responsible for representing their clients and for finding a way to reach an agreement.
6. **Your leverage and their leverage**
Leverage is the power to influence the outcome of a negotiation. It is important to understand your own leverage and the leverage of the other side.
7. **What happens next?**
After a negotiation, it is important to evaluate the outcome. Did you get what you wanted? If not, why not? This will help you to improve your negotiation skills.
8. **A good negotiator should maintain patience**
Patience is a key trait of a good negotiator. It allows you to wait for the right moment to make a move.

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