

★ 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 understand others, you must first understand yourself. Listen to what they are saying, not just what they are saying to you.
3. **Remove your obstacles**
Obstacles are things that stand in the way of your goals. They are not your enemies, they are your allies.
4. **Develop your character**
Character is the foundation of success. It's the way you think, feel, and act that determines your fate.
5. **Shift your personal mission statement**
Your mission statement is the guiding principle of your life. It should be something that inspires you and gives you a sense of purpose.
6. **Never give advice unless asked**
Giving advice is a common mistake. Most people do not want your advice, they just want you to listen to theirs.
7. **Take responsibility**
Taking responsibility for your actions is the first step to becoming a leader. It's about owning up to your mistakes and learning from them.

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, healthy relationships with others.

Positive and Negative Effects of Emotion



START WITH NO

Thinking Fast... Slow

The System 1 and System 2 Thinking and Decision-Making System

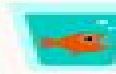


Key insights

Emotional Intelligence

General Overview

1. **The secret of positive leadership**
The ability to inspire and motivate others is the key to success. It's not about what you say, it's about what you do.
2. **Emotional intelligence improves our lives**
Developing healthy emotional intelligence is the key to a successful life. It's about understanding your own emotions and the emotions of others.
3. **Emotional intelligence supports your health**
The ability to process and manage emotions is the key to good health. It's about recognizing the connection between your mind and your body.
4. **Actions are driven by feelings**
Our feelings can either lead us to success or failure. It's about understanding the power of our emotions and how they influence our actions.
5. **Go away from heated arguments**
Heated arguments are a waste of time and energy. It's about learning to communicate effectively and peacefully.
6. **Learn empathy from others**
Empathy is the key to understanding others. It's about putting yourself in their shoes and seeing the world from their perspective.
7. **Teach children to cope with failure**
Failure is a natural part of life. It's about teaching children how to deal with setbacks and learn from their mistakes.



Key insights

Thinking Fast and Slow

General Overview

1. **Most decisions aren't as rational as you think**
Our brains are wired to make decisions quickly, often without us realizing it. It's about understanding the power of our emotions and how they influence our decisions.
2. **System 1 is fast, automatic, and emotional**
System 1 is the part of our brain that makes decisions quickly and automatically. It's about understanding the power of our emotions and how they influence our decisions.
3. **System 2 is slow, deliberate, and logical**
System 2 is the part of our brain that makes decisions slowly and deliberately. It's about understanding the power of our logic and how it influences our decisions.
4. **The "Noble Effort" is a distinguishing trait**
The Noble Effort is the ability to overcome our emotions and make decisions based on logic. It's about understanding the power of our will and how it influences our decisions.
5. **Review of emotional thinking in decision-making**
Emotional thinking is a natural part of decision-making. It's about understanding the power of our emotions and how they influence our decisions.
6. **No reason to the thoughts of other people**
We often try to understand the thoughts of other people, but it's often impossible. It's about understanding the power of our own thoughts and how they influence our decisions.

THINKING FAST AND SLOW



Key insights

Start with No

General Overview

1. **Know what you want**
Before you can say no, you need to know what you want. It's about understanding your own desires and how they influence your decisions.
2. **Set boundaries in negotiation**
Setting boundaries is the key to successful negotiation. It's about understanding your own limits and how they influence your decisions.
3. **Never save the adversary**
Saving the adversary is a common mistake. It's about understanding the power of your own strength and how it influences your decisions.
4. **Review of the instructions of the great negotiator**
The great negotiator is someone who knows how to say no. It's about understanding the power of your own words and how they influence your decisions.
5. **The role of ego in negotiation**
Ego is a major obstacle in negotiation. It's about understanding the power of your own ego and how it influences your decisions.
6. **Your leverage and their leverage**
Understanding leverage is the key to successful negotiation. It's about understanding the power of your own leverage and how it influences your decisions.
7. **What happens next?**
After you say no, there are several things that can happen. It's about understanding the power of your own actions and how they influence your decisions.
8. **A good ego should contain humility**
A good ego is one that is humble. It's about understanding the power of your own humility and how it influences your decisions.



Quick Start Leadership Skills

Chris Croft



Quick Start Leadership Skills:

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