

★ 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. **Balance your thoughts**
Don't let your thoughts run wild. Keep them in check. They are your tools, not your masters.
4. **Develop your character**
Character is the foundation of success. It's what you stand for, what you believe in, and what you are willing to sacrifice for.
5. **Shift your personal mission statement**
Your mission statement is your compass. Make sure it's pointing in the right direction.
6. **Never give advice unless asked**
Unless you're asked, your advice is just noise. Listen first, then speak.
7. **Take responsibility**
You are responsible for your life. No one else is. Own your mistakes and take responsibility for your success.

7 HABITS OF HIGHLY EFFECTIVE PEOPLE



Emotional Intelligence

3 Traits of Emotional Intelligence

- **Self**
The ability to recognize and understand your own emotions, and how they affect your thoughts and behavior.
- **Others**
The ability to recognize and understand the emotions of others, and how they affect their thoughts and behavior.
- **Relationships**
The ability to use your understanding of your own and others' emotions to improve your relationships.

Positive and Negative Effects of Emotion



START WITH NO

Thinking Fast... Slow

The System 1 and System 2 thinking 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 want, it's about what you can do.
2. **Emotional skills improve our lives**
Developing healthy emotional skills is the key to success. It's not about what you want, it's about what you can do.
3. **Emotional intelligence supports your health**
The ability to process, understand, and manage your emotions is the key to success. It's not about what you want, it's about what you can do.
4. **Actions are driven by feelings**
Our feelings can either lead us to success or failure. It's not about what you want, it's about what you can do.
5. **Go away from heated arguments**
The ability to calm down and listen to others is the key to success. It's not about what you want, it's about what you can do.
6. **Learn empathy from others**
The ability to understand and share the feelings of others is the key to success. It's not about what you want, it's about what you can do.
7. **Teach children to cope with failure**
The ability to teach children to cope with failure is the key to success. It's not about what you want, it's about what you can do.
8. **Manage the emotional health**
The ability to manage your own emotional health is the key to success. It's not about what you want, it's about what you can do.

Key insights

Thinking Fast and Slow

General Overview

1. **Slow emotions aren't as reliable as your brain**
Your emotions are often unreliable. Your brain is the key to success. It's not about what you want, it's about what you can do.
2. **Slow emotions are everything in life**
Your emotions are everything in life. Your brain is the key to success. It's not about what you want, it's about what you can do.
3. **Slow emotions are everything in life**
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THINKING FAST AND SLOW



Key insights

Start with No

General Overview

1. **Know what you want**
The first step to success is knowing what you want. It's not about what you want, it's about what you can do.
2. **Start with no**
The first step to success is saying no. It's not about what you want, it's about what you can do.
3. **Never say the word sorry**
The first step to success is never saying sorry. It's not about what you want, it's about what you can do.
4. **Review all the instructions of the book**
The first step to success is reviewing all the instructions of the book. It's not about what you want, it's about what you can do.
5. **The role of agents in negotiation**
The first step to success is understanding the role of agents in negotiation. It's not about what you want, it's about what you can do.
6. **Your leverage and their leverage**
The first step to success is understanding your leverage and their leverage. It's not about what you want, it's about what you can do.
7. **What happens next?**
The first step to success is understanding what happens next. It's not about what you want, it's about what you can do.
8. **A good agent should contain yourself**
The first step to success is understanding how to contain yourself. It's not about what you want, it's about what you can do.

Quick Start Leadership Skills

M. Diane Vogt, Lori-Ann Rickard



Quick Start Leadership Skills:

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Making Quality Work George Labovitz,Yu Sang Chang,Victor Rosansky,1992

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