

# ★ THE QUICK START ★ LEADERSHIP CHEAT SHEET ★



EQ



## Key insights

### 7 Habits of Highly Effective People

1. **Place on things you can control**  
Concentrate on things you can control. Don't waste time worrying about things you can't control. Focus on what you can do to improve the situation.
2. **Practice empathy listening**  
To understand others, listen to what they say and what they feel. Don't just listen to the words, but also to the tone of voice and the body language.
3. **Balance your thoughts**  
Don't let your thoughts run wild. Keep them under control. Don't let them distract you from what you are doing.
4. **Develop your character**  
Character is the foundation of leadership. Develop your character by being honest, fair, and consistent.
5. **Start a personal mission statement**  
Write a personal mission statement. It should be a statement of your values, your goals, and your vision for the future.
6. **Never give advice unless asked**  
Don't give advice unless you are asked for it. People often don't want your advice, even if it is good.
7. **Take responsibility**  
Take responsibility for your actions. Don't blame others for your mistakes. Learn from your mistakes and move on.

## 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 understanding of your own and others' emotions to improve your relationships.

### Positive and Negative Effects of Emotion



### Teach Emotional Intelligence

- 1. **Recognize and understand your own emotions**  
Help children recognize and understand their own emotions. Encourage them to name their emotions and to talk about how they feel.
- 2. **Recognize and understand the emotions of others**  
Help children recognize and understand the emotions of others. Encourage them to look for clues in others' faces, voices, and body language.
- 3. **Use your understanding of emotions to improve your relationships**  
Help children use their understanding of emotions to improve their relationships. Encourage them to be empathetic and to resolve conflicts peacefully.

START WITH NO

## Thinking Fast... Slow

### The System 1 and System 2 thinking system



- 1. **3 Traits of System 1**  
Fast, automatic, and emotional.
- 2. **3 Traits of System 2**  
Slow, deliberate, and logical.

## Key insights

### Emotional Intelligence

1. **The secret of positive leadership**  
The secret of positive leadership is the ability to regulate your own emotions. When you are in control of your emotions, you can lead others more effectively.
2. **Emotional skills improve our lives**  
Developing healthy emotional skills can improve our lives. It can help us to deal with stress, to resolve conflicts, and to build better relationships.
3. **Emotional intelligence supports your health**  
The ability to process, understand, and regulate your emotions can support your health. It can help you to make better decisions, to stay motivated, and to live a more balanced life.
4. **Actions are driven by feelings**  
Our feelings can cause us to act without thinking. We need to be aware of our feelings and to regulate them before we act.
5. **Go away from heated arguments**  
When you are in a heated argument, it is best to take a break. Go away for a few minutes and come back when you are calmer.
6. **Learn empathy from others**  
We can learn empathy from others. Watch how they interact with others and try to understand their perspective.
7. **Teach children to cope with failure**  
We can teach children to cope with failure. Help them to understand that failure is a part of life and that it is okay to make mistakes.
8. **Manage the emotional health**  
We can manage our emotional health. We can learn to recognize our emotions, to understand them, and to regulate them.

BY KEVIN BOX

## Key insights

### Thinking Fast and Slow

1. **Slow emotions aren't as reliable as your brain**  
Your emotions can be unreliable. They can be influenced by many factors, including stress, fatigue, and hormones. Your brain, on the other hand, is more reliable.
2. **Slow emotions can be dangerous**  
Slow emotions can be dangerous. They can lead to poor decisions and to actions that you might regret. It is important to be aware of your emotions and to regulate them.
3. **Slow emotions can be helpful**  
Slow emotions can be helpful. They can help you to understand yourself and others better. They can also help you to make better decisions.
4. **The "slow effect" is a double-edged sword**  
The "slow effect" is a double-edged sword. It can be helpful, but it can also be a hindrance. It is important to know when to use it and when not to.
5. **Slow emotions can be a source of strength**  
Slow emotions can be a source of strength. They can help you to stay focused and to persevere through difficult times.
6. **Slow emotions can be a source of weakness**  
Slow emotions can be a source of weakness. They can make you more vulnerable to manipulation and to peer pressure.
7. **Slow emotions can be a source of joy**  
Slow emotions can be a source of joy. They can help you to appreciate the little things in life and to find happiness in the present moment.
8. **Slow emotions can be a source of pain**  
Slow emotions can be a source of pain. They can make you more susceptible to heartache and to disappointment.

THINKING FAST AND SLOW



## Key insights

### Start with No

1. **Know what you want**  
Before you say no, you need to know what you want. You need to be clear about your goals and your values.
2. **Set boundaries in negotiation**  
Set boundaries in negotiation. Let the other person know what you are willing to accept and what you are not willing to accept.
3. **Never raise the adversary**  
Never raise the adversary. If you raise the adversary, you are making it harder for yourself to say no.
4. **Review all the instructions of the adversary**  
Review all the instructions of the adversary. Make sure you understand what they are asking you to do before you say no.
5. **The role of agenda in negotiation**  
The role of agenda in negotiation is to help you to stay focused on your goals. It is important to have a clear agenda before you start negotiating.
6. **Your leverage and their leverage**  
Your leverage and their leverage are important factors in negotiation. You need to know what you have to offer and what the other person has to offer.
7. **What happens next?**  
What happens next? After you say no, you need to be prepared for whatever comes next. You need to have a plan in place.
8. **A good agenda should contain goals**  
A good agenda should contain goals. It should be clear, concise, and achievable.

# Quick Start Leadership Skills

**M. Diane Vogt, Lori-Ann Rickard**



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