

★ 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 truly understand someone, you must 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 focused on the present and the future.
4. **Develop your character**
Character is the foundation of success. It is the quality of being morally good and honest.
5. **Shift your personal mission statement**
Your mission statement should be a statement of purpose, not just a statement of goals.
6. **Never give advice unless asked**
Giving advice is often a sign of insecurity. Only give advice when it is requested.
7. **Take responsibility**
Don't blame others for your mistakes. Take responsibility for your actions and the consequences.

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.

Positive and Negative Effects of Emotion



Teach Emotional Intelligence

- 1. **Recognize and name emotions**
Help children identify and name their own emotions and the emotions of others.
- 2. **Understand the causes of emotions**
Help children understand what causes emotions and how they can be managed.
- 3. **Express emotions appropriately**
Help children learn how to express their emotions in a healthy and appropriate way.
- 4. **Use emotions to solve problems**
Help children use their emotions to solve problems and make decisions.

START WITH NO

Thinking Fast... Slow

The System 1 and System 2 thinking system



- 1. **3 Traits of System 1**
 - 1. System 1 is fast and automatic.
 - 2. System 1 is emotional and intuitive.
 - 3. System 1 is the source of our gut feelings.
- 2. **3 Traits of System 2**
 - 1. System 2 is slow and deliberate.
 - 2. System 2 is logical and analytical.
 - 3. System 2 is the source of our rational thoughts.

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. Emotions are often a result of a quick reaction to a stimulus, while the brain takes time to process the information and make a decision.
2. **Slow emotions aren't everything in life**
Emotions are a part of life, but they are not everything. There are many other things that can affect your life, such as your environment, your relationships, and your goals.
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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. This is the first step in negotiating.
2. **Set limits in negotiation**
Set limits on what you are willing to accept. This will help you to stay focused and avoid being overwhelmed.
3. **Never raise the adversary**
If you raise the adversary, you are making it harder for them to say no. Keep them calm and focused on the issue.
4. **Review all the conditions of the deal**
Before you agree to a deal, review all the conditions. Make sure you understand all the terms and conditions.
5. **The role of agenda in negotiation**
The agenda is a list of the issues that you want to discuss. It helps you to stay focused and avoid being overwhelmed.
6. **Your leverage and their leverage**
Leverage is the ability to influence the other party. It is a key factor in negotiation.
7. **What happens next?**
After you have negotiated, you need to know what happens next. This is the final step in the process.
8. **A good agenda should contain**
A good agenda should contain all the issues that you want to discuss. It should be clear and concise.

Quick Start Leadership Skills

Dianna L. Van Blerkom



Quick Start Leadership Skills:

Project Management QuickStart Guide Chris Croft, 2022-05-31 THE ULTIMATE BEGINNER S GUIDE TO PROJECT MANAGEMENT Includes FREE Digital Bonuses Risk Assessment Template Communications Plan and More Learn Why QuickStart Guides are Loved by Over 1 Million Readers Around the World Project management is how things in the world get done Everything You Need to Know About Project Management in a Comprehensive Easy to Understand Guide Whether you re launching a rocket or planning a birthday party project management skills are critical for ensuring that everything goes off without a hitch Now more than ever organizations are looking for flexible profitable and efficient ways to achieve their goals and effective project management is the answer Not only is it an in demand skill in nearly every industry but it s also one of the most transferable skills you can acquire In *Project Management QuickStart Guide* author speaker trainer and project management expert Chris Croft draws on his 30 years of experience to deliver a comprehensive guide for would be project managers experienced project planners and everyone in between Written by a Project Management Expert Instructor with Over 30 Years of Experience As one of the UK s leading business project management and leadership trainers Chris knows how break down the sometimes complex world of project management into actionable and easy to digest concepts Insights from his dozens of courses that have reached over ten million students across the globe can be found within *Project Management QuickStart Guide* It doesn t matter if you are a reluctant project manager hesitant to step into the role a manager with a new set of responsibilities or a business owner looking to grow your business you can learn and implement world class project management skills to achieve your goals *Project Management QuickStart Guide* is Perfect for Entrepreneurs managers or business owners who want a systematized way to achieve their business goals on time and under budget New or experienced project managers who want to hone their craft with expert guidance Jobseekers looking to supercharge their resumes and increase their value in the labor marketplace Students preparing for a career in the business world Anyone who wants to break down complex projects into manageable tasks better manage resources and maximize their time management skills With *Project Management QuickStart Guide* You ll Easily Understand These Crucial Concepts Planning From the Very Beginning Start plan and execute projects of varying complexity How Projects Work How to keep projects on track to deliver on time and under budget Using Project Management Tools How to use tools like Gantt charts without special software How to Minimize Project Risks How to spot and eliminate risks or change course as needed Project Management Fundamentals Managing resources leading a team mistakes to avoid and more Go Beyond the Book with Exclusive QuickClips Videos Look for QuickClips QR codes when reading this book Scan to access exclusive videos directly from the author at key points to enhance your learning and go beyond the book LIFETIME ACCESS TO FREE PROJECT MANAGEMENT DIGITAL BONUSES *Project Management QuickStart Guide* comes with FREE digital resources you can access from inside the book including Project Brief Template Communications Plan Monthly Monitoring Form and more

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