

# ALL 31 TOOLS FEATURED IN *PROFIT FROM THE POSITIVE*

**Objective:** Use this summary to assess your current state and track progress.

## PART I: IT'S ABOUT THE LEADER

Chapter 1: The Productive Leader: It's More Than Time Management	I will experiment with this tool	I already use this tool	I have mastered this tool
1. Replace "Just Do It" with "Just Plan It"			
2. Trick Yourself into Getting Started			
3. Set Habits, Not Just Goals			
4. Work Less, Accomplish More			

Chapter 2: The Resilient Leader: Give Yourself a Psychological Kick in the Pants	I will experiment with this tool	I already use this tool	I have mastered this tool
1. Don't Quit, Just Quit Being an Expert			
2. Put on an Explorer's Hat			
3. Win Debates Against Yourself			

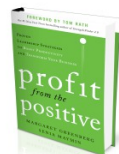
© 2013 Profit from the Positive, LLC

Content based on *Profit from the Positive* by  
Margaret Greenberg & Senia Maymin (McGraw-Hill, 2013).

[www.ProfitFromThePositive.com](http://www.ProfitFromThePositive.com)

[book@ProfitFromThePositive.com](mailto:book@ProfitFromThePositive.com) (email)

415-480-4190 (phone)

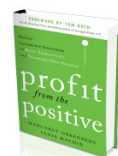


<b>Chapter 3: The Contagious Leader: Control Your Emotions, Not Your Employees</b>	<b>I will experiment with this tool</b>	<b>I already use this tool</b>	<b>I have mastered this tool</b>
1. Recognize the Achoo! Effect			
2. Tame Your Oscar the Grouch If You Need To			
3. Don't Be a Control Freak			

<b>Chapter 4: The Strengths-Based Leader: Capitalize on What's Right</b>	<b>I will experiment with this tool</b>	<b>I already use this tool</b>	<b>I have mastered this tool</b>
1. Stop Asking the Wrong Questions			
2. Find Solutions, Not Faults			
3. Know Your Strengths or No One Else Will			

## PART II: IT'S ABOUT THE TEAM

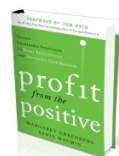
<b>Chapter 5: Hiring: The Fitness Test</b>	<b>I will experiment with this tool</b>	<b>I already use this tool</b>	<b>I have mastered this tool</b>
1. Hire for What's Not on the Resume			
2. Predict the Future by Digging into the Past			
3. Don't Overlook Your Culture's Quirks			



<b>Chapter 6: Engaging Employees: Bring Out the Best Versus Get the Most</b>	<b>I will experiment with this tool</b>	<b>I already use this tool</b>	<b>I have mastered this tool</b>
1. Don't Just Read the Book			
2. Turn Strengths into a Team Sport			
3. Don't Fire Poor Performers; Fire 'Em Up			
4. Give FRE: Frequent Recognition and Encouragement			

<b>Chapter 7: Performance Reviews: Change 'Em or Chuck 'Em</b>	<b>I will experiment with this tool</b>	<b>I already use this tool</b>	<b>I have mastered this tool</b>
1. Obsess over Strengths but Don't Ignore Weaknesses			
2. Don't Make Goals Easy and Vague			
3. Preview, Don't Just Review, Performance			
4. Chew the Fat; Don't Chew Them Out			

<b>Chapter 8: Meetings: From Energy Buster to Energy Booster</b>	<b>I will experiment with this tool</b>	<b>I already use this tool</b>	<b>I have mastered this tool</b>
1. Start with a Sizzle			
2. Practice the Peak-End Rule			
3. Play Your Whole Bench			



## PART III: PUTTING IT ALL TOGETHER

Chapter 9: The Positive Deviant: Three Things I Can Start Today	I will experiment with this tool	I already use this tool	I have mastered this tool
1. Don't Resist Resistance			
2. Start Small			
3. Drop the Lingo			
4. Use the Back Door			

