**How to Get Along with People**

1. Keep chains on your tongue; always say less than you think. Cultivate a pleasant, persuasive voice. How you say it often counts more than what you say.
2. Make promises sparingly and keep them faithfully.
3. Never let an opportunity pass to say a kind word to somebody. Praise good work done, regardless of who did it. If correction is needed, criticize helpfully, never in a destructive manner.
4. Be genuinely interested in others. Let everyone you meet feel that you regard him or her as a person of importance.
5. Be cheerful. Keep the corners of your mouth turned up. Hide your pains, worries, and disappointments under a smile.
6. Keep an open mind on all controversial questions. Discuss without arguing. It is possible to disagree and yet be friendly.
7. Never engage in gossip. Make it a rule to say nothing about another unless it is something good.
8. Be careful of other people’s feelings. A laugh at another’s expense is rarely worth the effort and it may hurt where least expected.
9. Pay no attention to cutting remarks that others may make about you. Learn to live above such comments.
10. Don’t be too anxious about your rights and having favors
 repaid. Let the satisfaction of helping others serve as its
 own reward.

**BE CAREFUL**

BE CAREFUL OF YOUR THOUGHTS
FOR YOUR THOUGHTS BECOME YOUR WORDS.

BE CAREFUL OF YOUR WORDS
FOR YOUR WORDS BECOME YOUR ACTIONS.

BE CAREFUL OF YOU’RE ACTIONS
FOR YOUR ACTIONS BECOME YOUR HABITS.

BE CAREFUL OF YOUR HABITS
FOR YOUR HABITS BECOME YOUR CHARACTER.

BE CAREFUL OF YOUR CHARACTER
FOR YOUR CHARACTER BECOMES YOUR DESTINY…