

If you treat an individual as he is, he will remain as he is. But if you treat him as if he were what he ought to be and could be, he will become what he ought to be and can be.

Goethe

10 WAYS TO GET ALONG WITH PEOPLE

1. Keep skid chains on you tongue; always say less than you're thinking. Cultivate a quiet, persuasive voice. How you say something often counts for more than what you say.
2. Make promises sparingly and keep them faithfully, no matter what.
3. Never let an opportunity pass to say a kind and encouraging word to or about somebody. Praise good work regardless of who did it. If criticism is needed, criticize helpfully, not spitefully.
4. Be interested in others, in their pursuits, their work, their homes, and their families. Let everyone you meet, however humble, feel that you regard them as a person of importance.
5. Be cheerful. Do not burden or depress those around you by dwelling on your minor aches and pains and small disappointments. Remember, everyone is carrying some kind of load.
6. Keep an open mind. Discuss but don't argue. It is a mark of a superior mind to be able to disagree without being disagreeable.
7. Let your virtues, if you have any, speak for themselves. Refuse to talk of another's vices. Discourage gossip as a waste of time and energy and something which is extremely destructive.
8. Be careful of others' feelings. Wit and humor at another's expense are rarely worth it and may hurt when lest expected.
9. Pay no attention to ill-natured remarks about yourself. Remember that the person who carried the message may not be the most accurate reporter in the world. Simply live so that no one will believe them.
10. Do not be eager about the credit due you. Do your best and be patient. Forget about yourself and let others "remember." Success is much sweeter that way.

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