

The Ten Commandment of Human Relations

1. SPEAK TO PEOPLE. There is nothing as nice as a cheerful word of greeting.
2. SMILE AT PEOPLE. It takes 72 muscles to frown; only 14 to smile.
3. CALL PEOPLE BY NAME. The sweetest music to anyone's ears are the sounds of his/her own name.
4. BE FRIENDLY AND HELPFUL. If you would have friends, be friendly.
5. BE CORDIAL. Speak and act as if everything you do is a genuine pleasure.
6. BE GENUINELY INTERESTED IN PEOPLE. You can learn to like everybody if you try.
7. BE GENEROUS WITH PRAISE, CAUTIOUS OF CRITICISM.
8. BE CONSIDERATE WITH THE FEELINGS OF OTHERS. It will be appreciated.
9. BE THOUGHTFUL OF THE OPINIONS OF OTHERS. There are three sides to a controversy: Yours, the other fellow, and the right one.
10. BE ALERT TO FINE SERVICE. What counts most in life is what we do for others.