

## DO THIS AND YOU WILL BE WELCOME ANYWHERE

### TACT

1. Remembering a person's birthday but forgetting which one.
2. The ability to do or say the right thing at the right time.

### LACK OF TACT

1. Insult and hurt.
2. Putting someone down.

### BE HONEST AND SINCERE

1. Being honest with yourself, members and friends.
2. Mark Twain once said; "If you tell the truth every time you will never have to remember anything".

### BE CHEERFUL

1. Hide your cares and worries.
2. A casual "How are you?"-no one expects to hear of all your ills, aches and pains.
3. Use energy toward something constructive.

### BE COOPERATIVE

1. Do your part if in a group.
2. Do not consider having individual praise.
3. Do the extra thing without making an issue of it.
4. Volunteer to assist another.

### BE REASONABLE

1. Keep an open mind and don't be afraid to change it.
2. The ability to think clearly and reasonably is a rare commodity.
3. Be flexible. Be able to see the other person's idea.

### BE POLITE AND COURTEOUS

1. "Yes Sir" and "Yes Ma'am or a thank you is always in order.
2. Be respectful and tolerant.
3. Respect other's point even though it differs from yours.

### MAKE OTHERS FEEL IMPORTANT

1. Remembering their name.

When being introduced to a stranger, repeat their name. Also, as soon as possible write down

to get an eye impression.

"Remember that a man's name is to him the sweetest and most important sound in any language."

### CONTROL YOUR TEMPER

1. Getting angry and losing your temper gains nothing but hard feelings.

### BE A GOOD CONVERSATIONALIST

1. Participate in a conversation.
2. Ask questions, but do not monopolize.
3. Do not interrupt. Wait for the other person to finish.
4. Exclusive attention to the person who is speaking to you is very important. Nothing else is so flattering.

### BE AMBITIOUS

1. You get out of a job only what you put into it.

2. Develop new ideas, more ideas, better ideas.
3. Do more, not less to develop a project.

#### RIGHT ATTITUDE

1. Accept criticism graciously.
2. If you take pleasure in criticizing, ask yourself if you are really qualified to judge.
3. Eliminate criticism, give appreciation and praise.

#### BE NEAT IN APPEARANCE

1. Careful grooming, cleanliness and attention to personal detail have no substitute for personality builders.
2. Look your best. Feel good about how you look.
3. Looking good gives you more confidence in yourself.

#### BE SELF CONFIDENT

1. Act as if it were impossible to fail, and you will develop a force you never knew you had.
2. Think positive.

#### HAVE POISE

1. Never let an unexpected turn of event throw you.
2. Never appear at a loss.
3. Never allow yourself to become flustered or ruffled.
4. Things will always work out.

#### CULTIVATE A SENSE OF HUMOR

1. Be able to laugh at yourself as easily as you can others. You grow up mentally the day you can laugh at yourself.
2. 'Imagination is given to compensate for what you are not. A sense of humor to compensate for what you are.'

#### BE NATURAL

1. Avoid affective manner of speech.
2. Avoid nervous mannerisms.
3. The above can defeat everything else that is good about you.

#### BE FRIENDLY

1. You can make more friends in two months by becoming interested in people than you can in two years by trying to get other people interested in you.
2. Meet people with animation and enthusiasm, being genuinely interested in people.
3. Go at least half way to win a friendship.
4. Avoid egotism, conceit and prejudice.
5. Avoid sarcasm, snobiness, gossip and selfishness.

#### SMILE

1. Keep the corners of your mouth turned up.
2. It takes fewer muscles to smile than to frown. Therefore it is easier to smile, and you look better too.
3. You are what you are, but you can make yourself into a more likeable person if you *Try*.

This is the one rule without exception.