

Ten Rules 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 is the sound of his/ her own name.
4. BE FRIENDLY AND HELPFUL.
If you would have friends, be a friend.
5. BE CORDIAL.
Speak and act as if everything you do is a genuine pleasure.
6. BE GENUINELY INTERESTED IN PEOPLE.
You can like almost everybody if you try.
7. BE GENEROUS
Give praise — be cautious with criticism.
8. BE CONSIDERATE.
Respect the feelings of others. There are usually three sides to a controversy; yours, the other person's and the right side.
9. BE ALERT.
Give service. What counts most in life is what we do for others.
10. ADD TO THIS.
Have a good sense of humor, a big dose of patience and a dash of humility and you will be rewarded many fold.

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