

# How to Get Along with People

## Ten Suggestions for Getting Along with People

1. Keep skid chains on your tongue; always say less than you think. Cultivate a low persuasive voice. How you say it often counts more than what you say.
2. Make promises sparingly and keep them faithfully, no matter what it costs you.
3. Never let an opportunity pass to say a kind and encouraging word to or about somebody. Praise good work done, regardless of who did it. If criticism is needed, criticize helpfully, never spitefully.
4. Be interested in others-interested in their pursuits, their welfare, their homes and families. Make merry with those that rejoice; with those that weep, mourn. Let everyone you meet, however humble, feel that you regard them as someone of importance.
5. Be cheerful; keep the corners of your mouth turned up. Hide you pains, worries, and disappointments under a smile. Laugh at good stories and learn to tell them.
6. Preserve an open mind on all debatable questions. Discuss, but do not argue. It is a mark of superior minds to disagree and yet be friendly.
7. Let your virtues speak for themselves, and refuse to talk of another's vices. Discourage gossip. Make it a rule to say nothing unless it is something good.
8. Be careful of another's feelings. Wit and humor at the other fellow's expense are rarely worth the effort and may hurt where least expected.
9. Pay no attention to ill-natured remarks about you. Simply live so that nobody will believe them. Discorded nerves and a bad digestion are a common cause of back-biting.
10. Do not be too anxious about your dues. Do your work, be patient, and keep your disposition sweet; forget self, and you will be rewarded.