



**The Ten Commandments**  
**of How to Get Along with People**

- 1. Keep skid chains on your tongue. Say less than you think. Cultivate a soothing voice. How you say it often means more than what you say.**
- 2. Make promise sparingly and keep them faithfully, no matter what the cost.**
- 3. Never lose an opportunity to say a kind word to or about somebody. Praise work well done, regardless of who did it.**
- 4. Be interested in others, their pursuits, their homes and their families. Let everyone you meet, however humble, feel you regard him as important.**
- 5. Be cheerful. Keep the corners of your mouth turned up. Hide your worries and disappointments under a smile.**
- 6. Keep an open mind on all debatable questions. Discuss, but don't argue. It is a mark of a superior mind to disagree and remain friendly.**
- 7. Let your virtues speak for themselves and refuse to discuss the shortcomings of others. Discourage gossip by changing the subject.**
- 8. Have respect for the feelings of others. Wit and humor at the expense of a friend is never worth it.**
- 9. Pay no attention to destructive remarks and personal attacks on you. Live so that no one will believe them. Remember, a common cause of back-biting is dissatisfaction with oneself.**
- 10. Don't be concerned about your "just due". Do a good turn for the sake of being helpful.**

***Truth Endures***