

## **LEADERSHIP - 10 GOOD COMMANDMENTS**

**Keep skid chains on your tongue; always say less than you think. Cultivate a low persuasive voice. How you say it often counts for more than what you say.**

**Make promises sparingly and keep them faithfully no matter what it costs you.**

**Never let an opportunity pass to say a kind and encouraging thing to or about somebody. Praise good work done, regardless of who did it. If criticism is merited, criticize helpfully, never spitefully.**

**Be interested in others; interested in their pursuits, their welfare, their homes, and families, make merry with those who rejoice and mourn with those**

**Be cheerful, keep the corners of your mouth turned up. Hide your pains, worries, and disappointments under a smile. Laugh at good stories and learn to tell them.**

**Preserve an open mind on all debatable questions. Discuss, but do not argue. It is the mark of superior minds to disagree and yet be friendly.**

**Let virtues, if you have any, speak for themselves, and refuse to talk about another's vices. Discourage gossip; make it a rule to say nothing of another unless it is something good.**

**Be careful of others' feelings. Wit and humor at the other fellow's expense are rarely worth the effort, and may hurt where least expected.**

**Pay no attention to ill-natured remarks about you. Simply live so that nobody will believe them. Disordered nerves and bad digestion are common causes of backbiting.**

**Do not be anxious about getting your dues. Do your work, be patient and keep your disposition sweet, forget yourself and you will be respected and rewarded.**