

10 Commandments 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 their own name.
4. **Be friendly and helpful.**
If you want friends, you must be one.
5. **Be cordial.**
Speak and act as if everything you do is a joy to you.
6. **Be genuinely interested in people.**
You can like almost everybody if you try.
7. **Be generous with praise...**
and cautious with criticisms.
8. **Be considerate with the feelings of others.**
There are usually three sides to a controversy: Yours, the other person's and the right side.
9. **Be eager to lend a helping hand.**
Often it is appreciated more than you know.
10. **Be willing to serve**
What counts most in life is what we do for others.