

FROM "LIFE'S LITTLE INSTRUCTION BOOK"

By H. Jackson Brown

Compliment three people every day.

Be the first to say, "Hello".

Treat everyone you meet like you want to be treated.

Stop blaming others. Take responsibility for every area of your life.

Admit your mistakes.

Smile a lot. It costs nothing and is beyond price.

Learn to listen. Opportunity knocks very softly.

Remember people's names.

Strive for excellence, not perfection.

Be tough minded but tenderhearted.

Be kinder than necessary.

Let people know what you stand for – and what you won't stand for.

Become the most enthusiastic person you know.

Don't forget, a person's greatest emotional need is the feel appreciated.

Commit yourself to constant improvement.