

10 Rules 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 his name.
- 4) *Be friendly and helpful.* If you would have friends, be a friend.
- 5) *Be cordial* - speak and act as if everything you do is a genuine pleasure.
- 6) *Be genuinely interested in people* - you can like almost everybody if you try.
- 7) *Be generous* with praise - *cautious* with criticism.
- 8) *Be considerate with the feelings of others.* There are usually 3 sides to a controversy, yours, the other person's and the right side.
- 9) *Be alert to give service.* What counts most in life is what we do for others.
- 10) *Add to this a good sense of humour, a big dose of patience and a dash of humility,* and you will be rewarded many fold.