

Quotes to Live By

1. Don't peddle gossip, even though it is true.
2. Tell the truth, even though it hurts.
3. Avoid a defensive attitude.
4. Give an extra five (5) percent.
5. Answer the question.
6. Don't be a bottleneck.
7. Do a good turn for others, but don't spoil it by telling them about it.
8. Give credit to others rather than to yourself.
9. Help others save face.
10. Don't die for a principle.
11. Be approachable.
12. Choose your issues.
13. Don't blow your top, even just once a year.
14. Be loyal - be a company person.
15. Use "we," not "I."
16. Succeed through others, not by yourself.
17. Don't pout when you don't get your way.
18. Remember that no one likes to be blamed until he tells his side of the story.
19. Don't stop growing professionally.
20. Trust others.
21. Meet deadlines.
22. Admit mistakes.
23. Use checkpoints.
24. Make exceptions.
25. Be nicer to people than you would expect them to be to you.
26. Minimize personality conflict.
27. Learn to separate facts from emotion, and the positive from the negative