

A Positive Attitude



Dan Auito

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Please do not edit. Thank you, Dan Auito.

INTRODUCTION

This booklet is designed to be a pocket reference when you forget what you are supposed to do concerning others and yourself.

It would benefit you to read through it every morning over breakfast or at night before retiring. In this manner, your positive attitude will become part of you throughout your entire day.

Dan

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FRIENDSHIP IS NOT FREE; IT MUST BE EARNED!

We should try to do these things better:

1. Encourage others to talk about themselves.
 2. Talk in the interest ranges of the things that people treasure most when talking to them.
 3. Talk to people about themselves and recognize their importance.
 4. Respect other people's good judgment and avoid arguments.
 5. Never tell anyone they are wrong, we all will rationalize to the point of thinking we are unequivocally right.
 6. We should criticize ourselves before other people have a chance to; if you are wrong, admit it!
 7. Tread softly, you will go farther.
 8. We should try to let our friends feel as though they have excelled us at some time or another.
 9. Let others do a great deal more of the talking.
 10. Figure out why others think as they do; look at it from their viewpoint.
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11. Show compassion to others (this is yearned for).
12. Treat people with respect, dignity, honesty, truthfulness and willingness; they will generally emulate those feelings.
13. Challenge others to do something better, never force them.
14. Call attention to mistakes indirectly (don't broadcast).
15. Make difficulties seem easy to conquer.
16. Praise minutest improvements; and inspire hidden treasures in others.
17. Be friendly.
18. Force yourself to smile! (you will.)
19. Consider other's good points.
20. Make others **want** to follow your suggestions.
21. Always appreciate people's time.
22. Be **interested** in everyone you meet.
23. Always remember, good manners are made up of **petty sacrifices**.

24. Remember names; a person's name is truly the most treasured phrase to that person's ears. Use the I.R.A principles to help remember name:

I. (What do they look like)	R. (Repeat their names 5 times)	A. (what do they do)
M	E	S
P	P	S
R	E	O
E	T	C
S	I	I
S	T	A
I	I	T
O	O	I
N	N	O
		N

25. Try saying this three (3) times, "Act enthusiastic and you'll be enthusiastic", it works.
26. Perfect yourself first, then worry about everyone else.
27. Try to exercise a little sympathy, tolerance and kindness; it goes a lot further than a short fuse.
28. Learn the difference between appreciation and flattery; one is from the heart, the other is from the teeth.
29. Accept the fact that everyone is superior to you in one way or another, and learn from that trait.

30. When not engaged in some definite problem-solving, most people think of themselves 95% of the time. If we could cut it to 50%, the results would be dramatic.
31. Why should people be interested in you and me, unless we are first interested in them?
32. We are all interested in what we want; be a little different, be interested in what the other person wants and needs (get the other person's point of view and see things from his angle as well as your own. (Be interested in helping others, not only yourself.)
33. Try to do things without ulterior motives.
34. If we do things that require time, energy, unselfishness and thoughtfulness, we will make many friends.
35. The ability to listen is rarer than almost any other trait. (Listen and learn.)
36. This is an old one- "do unto others as you would have them do unto you."; we all know who wrote that one.
37. Do unto others as **they** would have you do unto them.
38. When dealing with people, use little phrases like, "I'm sorry to trouble you", "would you be so kind as to", "Won't you please", "Would you mind", "Thank you", they are the hallmark of good breeding.

39. Be wiser than other people if you can, but not tell them so.

In business, we could try to:

1. Be professional, follow procedures, don't be lazy
 2. Improve communication skills. (Keep people informed).
 3. Avoid procrastinating. (Maintain control and be effective. Plan and carry-out tasks.)
 4. Improve delegating skills. (give authority and responsibility to others.)
 5. Maintain orderly forms, applications, desks and files.
 6. Have a sense of humor, not too much.
 7. Emphasize long-range relationships.
 8. Have wide ranges of conversation; don't be narrow-minded.
 9. Be able to absorb criticism objectively and constructively.
 10. Be on time for all appointments; give honest reasons for being late.
 11. Always express appreciation for the time of the people you deal with.
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12. Improve reasoning abilities.
13. Increase self-reliance, enthusiasm, initiative, self-control, charm, thinking, concentration of effort.
14. Master persistence, will power, ambition, and memory.
15. Always act with a definiteness of purpose.
16. Think positive on our jobs, this determines how our subordinates think toward their jobs-set the example.

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