

Tips on Human Relations

1. Learn to like yourself (no one else can if you cannot).
2. Believe in your own personal growth.
3. Expect people to like you.
4. Be natural—be yourself.
5. Be sincere.
6. Be on the outlook for good qualities in others.
7. Be interested and concerned about others.
8. Give praise when it is due.
9. Let your friends know you like them.
10. Do not take your friends for granted.
11. Be appreciative, kind, and considerate.
12. Smile—Smile—Smile.
13. Form your own opinions about others. Find out for yourself whether you like someone... do not judge second-hand.
14. Do not always have to have your own way.
15. Speak your mind when asked what you think of a particular situation or something.
16. Do not hold grudges.
17. Be dependable.
18. Do not give your word unless you intend to keep it.
19. Do not criticize others.
20. Be able to take constructive criticism.
21. Be happy for the good that comes to others.
22. Do not exaggerate.
23. Try to be understanding.
24. Be willing to admit your mistakes.
25. Learn from your mistakes.

Module 5	v	Activity 9	v	ATTITUDE
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26. Do not spread your problems around.
27. Be available and approachable. Do not limit yourself to just one friend.
28. Do not wait for people to come to you . . .go to them.
29. Avoid being loud and boisterous.
30. Do not do something just because another does.
31. Do not argue.
32. Do not make private or whispered conversation in groups.
33. Avoid annoying mannerisms.
34. Be judged by what you are—not by who you know or what you have.
35. Be able to keep secrets.
36. Respect the rights of others.
37. Do not joke about other people's faults.
38. Do not be a gossip.
39. Do not seek praise in return for kindness.
40. Have a sense of humor.
41. Be able to laugh at yourself.
42. Do not borrow or lend unless it is absolutely an emergency.
43. Always accept compliments gracefully and graciously.
44. Do not change your personality every week.
45. Do not be too hard on yourself.