The 10 Commandments of How to Get Along With People

Ann Landers column,
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1. Keep skid chains on your tongue. Always say less than you think. Cultivate a low, persuasive voice. How you say it often counts more than what you say.

2. Make promises sparingly and keep them faithfully, no matter what the cost.

3. Never let an opportunity pass to say a kind and encouraging word to or about somebody. Praise good work, regardless of who did it.

4. Be interested in others: their pursuits, their work, their homes and their families. Make merry with those who rejoice; with those who weep, mourn. Let everyone you meet, however humble, feel that you regard him or her as a person of importance.

5. Be cheerful. Don’t burden or depress those around you by dwelling on your aches and pains and small disappointments. Remember, everyone is carrying some kind of burden.
6. **KEEP AN OPEN MIND.** Discuss but don’t argue. It is a mark of a superior mind to be able to disagree without being disagreeable.

7. **LET YOUR VIRTUES SPEAK FOR THEMSELVES.** refuse to talk about the vices of others. Discourage gossip. It is a waste of valuable time and can be disruptive and hurtful.

8. **TAKE INTO CONSIDERATION THE FEELINGS OF OTHERS.** Wit and humor at the expense of another in never worth the pain that may be inflicted.

9. **PAY NO ATTENTION TO ILL-MANNEROED REMARKS ABOUT YOU.** remember, the person who carried the message may not be the most accurate reporter in the world. Simply live so that nobody will believe him. Disordered nerves and bad digestion are a common cause of back-biting.

10. **DON’T BE ANXIOUS ABOUT THE CREDIT DUE YOU.** Do your best and be patient. Forget about yourself and let others remember. Success is much sweeter that way.