

DALE CARNEGIE'S SECRETS OF SUCCESS

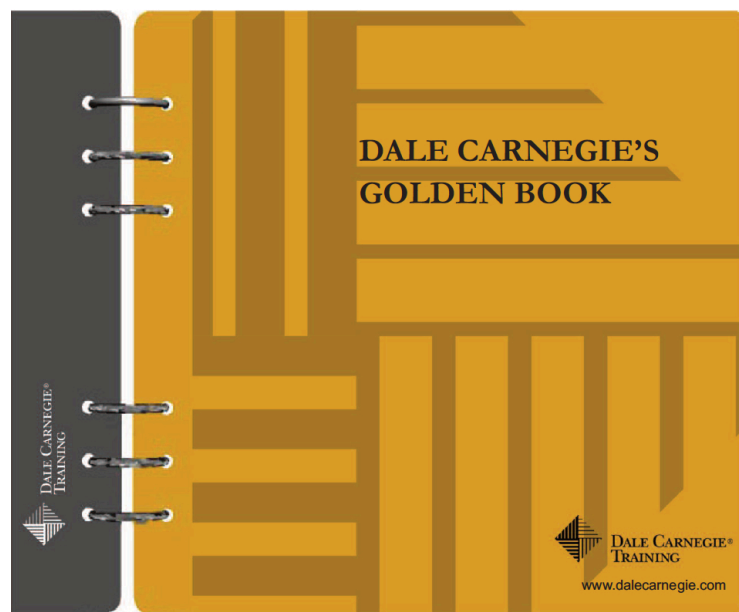
Principles from How to Win Friends and Influence People

Principles from How to Stop Worrying and Start Living

http://www.dalecarnegie.com/secrets_of_success/

Note: You must give your contact info to download the booklet.

This 7-page easy-to-read (hard to apply to one's own life) booklet gives an outline of how to gain personal and workplace success. Section three deals with leadership, and here's what it says:



BE A LEADER

22. Begin with praise and honest appreciation.
23. Call attention to people's mistakes indirectly.
24. Talk about your own mistakes before criticizing the other person.
25. Ask questions instead of giving direct orders.
26. Let the other person save face.
27. Praise the slightest improvement and praise every improvement. Be "hearty in your approbation (approval) and lavish in your praise."
28. Give the other person a fine reputation to live up to.
29. Use encouragement. Make the fault seem easy to correct.
30. Make the other person happy about doing the thing you suggest.