

"The most useful person in the world today is the man or woman who knows how to get along with other people.

—STANLEY C. ALLYN

10. Ask your co-workers mysterious questions and then scribble their answers in a notebook. Mutter something about "psychological profiles"

9. TYPE ONLY IN UPPERCASE

8. Staple papers in the middle of the page

7. Holler random numbers while someone is counting

- 6. Signal that a conversation is over by clamping your hands over your ears**
- 5. Highlight irrelevant information in scientific papers and "cc:" them to your boss**
- 4. Practice making fax and modem noises**
- 3. Reply to everything someone says with "that's what YOU think"**
- 2. While sitting in a cube, yodel**

- 1. Leave the copy machine set to reduce 200%, extra dark, 17 inch paper, 99 copies**

LifeCode

Challenge Conflict-Causing Skills

Challenge Conflict-Causing Skills

• Don't Brag

Do not boast about tomorrow, for you do not know what a day may bring forth. Let another man praise you, and not your own mouth; a stranger, and not your own lips.

—PROVERBS 27:1-2 NKJV

Deo volente

“if the Lord wills”

Challenge Conflict-Causing Skills

• Don't Envy

A stone is heavy and sand is weighty, but a fool's wrath is heavier than both of them. Wrath is cruel and anger a torrent, but who is able to stand before jealousy?

—PROVERBS 27:3-4 NKJV

“No one can make you feel inferior without your consent.”

—ELEANOR ROOSEVELT

Challenge Conflict-Causing Skills

• Don't Despise Your Past

Do not forsake your own friend or your father's friend, nor go to your brother's house in the day of your calamity; better is a neighbor nearby than a brother far away. —PROVERBS 27:10 NKJV

“If you are not comfortable with yourself, you can't be comfortable with others.”

Challenge Conflict-Causing Skills

• Don't Nag

He who blesses his friend with a loud voice, rising early in the morning, it will be counted a curse to him.

Challenge Conflict-Causing Skills

• **Don't Nag**

A continual dripping on a very rainy day and a contentious woman are alike; whoever restrains her restrains the wind, and grasps oil with his right hand. —PROVERBS 27:14-16 NKJV

“People can be the wind beneath your wings or the anchor on your boat.”

Challenge Conflict-Causing Skills

• **Don't Indulge Your Ambitions**

Hell and Destruction are never full; so the eyes of man are never satisfied. —PROVERBS 27:20 NKJV

“A person first starts to live when he can live outside himself.” —ALBERT EINSTEIN

Challenge Conflict-Causing Skills

• **Don't Be Careless**

Be diligent to know the state of your flocks, and attend to your herds.

—PROVERBS 27:23 NKJV

LifeCode

**Invest in
Influence-Building
Skills**

Invest in Influence-Building Skills

• **Be Authentic**

Open rebuke is better than love
carefully concealed. Faithful are the
wounds of a friend, but the kisses of
an enemy are deceitful.

—PROVERBS 27:5-6 NKJV

Invest in Influence-Building Skills

• **Offer Encouragement**

As iron sharpens iron, so a man
sharpens the countenance of his
friend. —PROVERBS 27:17 NKJV

Invest in Influence-Building Skills

• **Develop Understanding**

As in water face reflects face,
so a man's heart reveals the man.

—PROVERBS 27:19 NKJV

Invest in Influence-Building Skills

• **Show Appreciation**

The refining pot is for silver and the
furnace for gold, and a man is valued
by what others say of him.

—PROVERBS 27:21 NKJV

**"The deepest principle in
human nature is the need to
be appreciated."**

—WILLIAM JAMES

Invest in Influence-Building Skills

• **Extend Forgiveness**

The discretion of a man makes
him slow to anger, and his glory is
to overlook a transgression.

—PROVERBS 19:11 NKJV

What kind of person are you?

There are two kinds of people
on earth today;
just two kinds of people,
no more, I say.

What kind of person are you?

Not the sinner and saint,
for it's well understood,
that the good are half-bad
and the bad half-good.

What kind of person are you?

Not the rich and the poor,
for to rate a man's wealth,
you must first know the state
of his conscience and health.

What kind of person are you?

Not the humble and proud,
for in life's little span,
who puts on vain airs,
is not counted a man.

What kind of person are you?

Not the happy and sad,
for the swift flying years
bring each man his laughter
and each man his tears.

What kind of person are you?

No; the two kinds of people
on earth I mean,
are the people who lift,
and the people who lean.

What kind of person are you?

Wherever you go,
you will find the earth's masses,
are always divided
in just these two classes.

What kind of person are you?

And oddly enough,
you will find too, I ween,
There's only one lifter
to twenty who lean.

What kind of person are you?

In which class are you?
Are you easing the load,
of overtaxed lifters,
who toil down the road?

What kind of person are you?

Or are you a leaner,
who lets others share
your portion of labor,
and worry and care?

—Imprinted on tomb at Westminster Abby