



Work Smart –

- Think before you do often; you can cut out a lot of work if you consider the options of how something can be done before you start doing.
- Use valid data.
- Be honest in your work and behavior, it helps you sleep well.
- Respect others so they will want to be involved in your success, you will also learn more about them and they will allow you to share in their successes.
- Use your time wisely; walk away from your work when you hit a wall, breathe, clear your mind, and then go back to it.
- Laugh because it is hard to be angry when you are laughing and because it is a great way to relieve stress.
- Think ahead; consider the direction you and the company are heading when you consider a project.
- Be thrifty but not foolhardy; if something can be repurposed or rebuilt, do it because your planet will be here longer but don't buy problems that you don't have the expertise to fix.
- Be a team player, consider who is the best person to perform a task, don't just take it on yourself be sure that you are the best person to do it. Are you trained in the task, do you have the available time, have you given others and yourself the option to be cross trained in the task, is it worth the time now to save time later?

- If you are becoming indifferent, have you had a vacation lately, have you taught the people around you what you are doing so that you are able to take the vacation, have you advised the company if more help is needed in a specific area so that you can get a break?
- Ask for the supplies you need to do a great job.
- Use your voice and consider your body language.
- Dress appropriately for your workplace, think safety, cleanliness and appearance.
- Share your ideas; you never know when someone else might have the missing part to make your simple idea into an inspired idea.
- Ask for help, this is the quickest way to solve a problem or get something hard done with relative ease.
- Support your local economy, be sure to consider all costs and error on the side of local labor and supplies.

Live Smart –

- Take vacations so that you can get fresh ideas and be an interested and interesting person who can add value to the world around you.
- Have family, they make you a better person, they don't need to be traditional, family can be any group small or large: your dog, the kids you

tutor, your co-workers but always be a part of a family, practice give and take.

- Practice compassion, it will make you a stronger person. Practice honesty, life is easier and you will be able to get things done much more quickly, you will make better friends and you will have trust on your side.
- Eat well, get exercise and go outside, it makes you feel better and live longer.
- Have fun, it makes you smile and everything is better when you are smiling.
- Sleep enough, this will give you a clear head and a rejuvenated body, it will also balance your temperament
- Be considerate, we did not all walk the same path to get here, we do not all have the same understanding of things.
- Practice the golden rule.
- Try to see things through others' eyes always, before you decide how to proceed with something.
- Do something that you are not good at, it makes you humble and helps you see what the other person might be going through.
- Give back to your friends, your family, your employer, your charities and you shall easily receive more than you need.
- Trust the hair on the back of your neck; if it feels wrong, don't do it.
- Speak your mind; just be sure that you think about how your words will be heard.
- Be your authentic self!