

GEORGE WASHINGTON'S RULES OF CIVILITY

Treat everyone with respect.

Be considerate of others. Do not embarrass others.

Don't draw attention to yourself.

When you speak, be concise.

Do not argue with your superior. Submit your ideas with humility.

When a person does their best and fails, do not criticize him.

When you must give advice or criticism, consider the timing, whether it should be given in public or private, and the manner and above all be gentle.

If you are corrected, take it without argument. If you were wrongly judged, correct it later.

Do not make fun of anything important to others.

If you criticize someone else of something, make sure you are not guilty of it yourself.

Actions speak louder than words.

Do not be quick to believe bad reports about others.

Associate with good people. It is better to be alone than in bad company.

Always allow reason to govern your actions.

Never break the rules in front of your subordinates.

Some things are better kept secret.

A person should not overly value their own accomplishments.

Do not detract from others nor be overbearing in giving orders.

Do not go where you are not wanted. Do not give unasked-for advice.

If two people disagree, do not take one side or the other. Be flexible in your own opinions and when you don't care, take the majority opinion.

Do not correct others when it is not your place to do so.

Don't compare yourselves amongst yourselves.

Do not be quick to talk about something when you don't have all the facts.

Do not be curious about the affairs of others.

Do not start what you cannot finish. Keep your promises.

Do not speak badly of those who are not present.

Don't take so big a bite that you must chew with your mouth open.

Show interest in others conversation, but don't talk with your mouth full.

Don't allow yourself to become jaded, cynical or calloused.

