

13 WAYS TO DEMONSTRATE HONESTY

- 1 Think before you speak.
- 2 Say what you mean and mean what you say.
- 3 Bend over backward to communicate in an open and honest fashion.
- 4 Simplify your statements so that everyone clearly understands your message.
- 5 Tell it like it is rather than sugarcoating it.
- 6 Present both sides of each issue to engender objectivity.
- 7 If you have a personal bias or a conflict of interest, make it known.



- 8 Tell people the rationale behind your decisions so that your intent is understood.
- 9 If something is misinterpreted, quickly correct the record.
- 10 Don't shoot the messenger when someone tells *you* the truth. Thank them for *their* honesty and treat the information provided as a gift.
- 11 Willingly accept responsibility by admitting a mistake or an error in judgment — in a timely fashion.
- 12 Hold people accountable when their words do not match their actions.
- 13 Never compromise your integrity and reputation by associating yourself with people whose standards of integrity you mistrust.