

ARE YOU A CLASS ACT?

Some folks define the term *classy* as someone who's elegant or fashionable. The fact is, while having material possessions and being stylish make you look appealing on the surface, "real beauty is more than skin deep."

Here are 40 ways to know that you have class:

1. Give with a free hand
2. Remain humble
3. Give others a chance
4. Live with honor and integrity
5. Serve as a positive role model
6. Defend your beliefs and principles
7. Put others first
8. Accept responsibility for your actions
9. Reject favoritism
10. Keep your ego in check
11. Bring out the best in others
12. Do your best
13. Keep an open mind
14. Help people who can't do anything for you
15. Lose with dignity and grace
16. Play fair
17. Earn respect rather than demanding it
18. Treat assistants the same as the boss
19. Pass the credit on to others
20. Keep your promises
21. Never pull rank
22. Surround yourself with people of integrity
23. Act like a friend in good times and bad
24. Share
25. Speak up against injustice
26. Give more than you take
27. Demand as much from yourself as you do from others
28. Accept only what you deserve
29. Earn your keep
30. Pull others up the ladder of success
31. Wait your turn
32. Help those less fortunate
33. Build bridges
34. Listen more than you speak
35. Remember your roots
36. Admit your mistakes
37. Tell it like it is
38. Never bend rules for personal gain
39. Match your actions with your words
40. Follow your conscience

