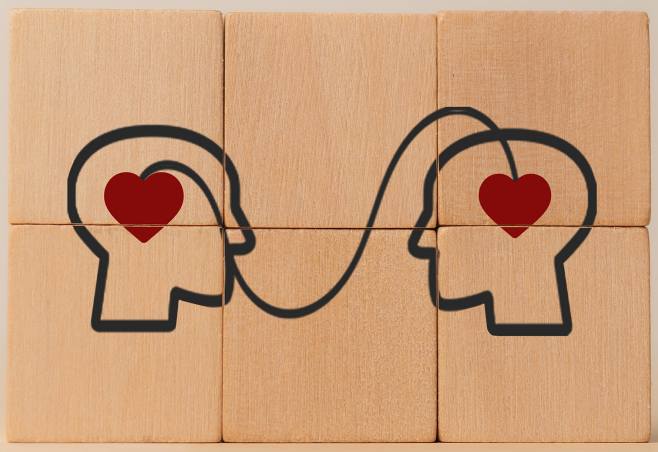
HOW TO BE *Kind and Considerate*



CARING.
Be charitable. Show a willingness to serve others' needs rather than your own.

EMPATHETIC.
Be understanding. Put yourself in other people's shoes. Think how you'd feel if the roles were reversed.

SELFLESS.
Be generous. Give out of kindness, not obligation. Remember, you don't have to be rich to give; your gift can be as simple as a smile.

EVENHANDED.
Be fair-minded. Make collaborative efforts win-win rather than winner takes all.

CONSCIENTIOUS.
Be team oriented. Pull your weight rather than expecting others to bear the burden.

TOLERANT.
Be open-minded. Don't judge people you don't know.

RESPECTFUL.
Be civil. We can't expect others to abandon their values any more than we would forsake our own.

SUPPORTIVE.
Be kindhearted. Provide a helping hand. As you climb your ladder of success, reach down and pull others along with you.

POLITE.
Be courteous. Respect other people's personal space. *Be dependable.* Being late is a sign of disrespect. *Be sincere.* Don't feel ashamed to say, "I'm sorry." *Be sensitive.* There's a good time and a bad time for everything. *Be well-mannered.* Would you like to eat across from yourself?

COMPASSIONATE.
Be charitable. Stand up for those who are less fortunate. Help people get back on their feet. But don't make them dependent on your good graces.

Excerpted from *BECOME: Unleash the Power of Moral Character and Be Proud of the Life You Choose*

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