## Ten Rules for Business Success<sup>®</sup>

- 1. Do what you said you would do, when you said you would do it, the way you said you would do it.
- 2. A deal is a deal.
- 3. Do the right thing every time. Not the cheap thing or the easy thing the right thing.
- 4. Be the person others can count on to get things done.
- 5. Work hard on your job and work harder on yourself.
- 6. Never tolerate poor performance in yourself or others.
- 7. Focus on accomplishment not activity.
- 8. Work faster, smarter and harder.
- 9. Remember what you are paid to do: work. You aren't paid to play, socialize, or take care of personal matters just work.
- 10. Manage priorities, not time.

Bonus! Focus on adding value to your customers. It's the customer's money that keeps your company in business.

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