

The 10 Commandments

- I. **WASTES HIDE SO START BY DISCLOSING ALL OF YOUR MISTAKES**
- II. **DISCOVER THE TRUTH BEYOND YOUR UNDERSTANDING**
- III. **INCREASING PRODUCTION WHILE LIMITING THE NUMBER OF WORKERS IS THE ONLY WAY TO GAIN TRUE SUCCESS**
- IV. **ACT ON PROBLEMS RIGHT AWAY, DON'T PROCRASTINATE**
- V. **DON'T FEEL SATISFIED BY SAYING, "I FINISHED THE JOB" GO BEYOND THAT AND SAY, "I CAN DO MORE"**
- VI. **ADD "APPROPRIATE TIMING" TO "APPROPRIATE METHOD" IN PROBLEM-SOLVING**
- VII. **BELIEVE IN "I CAN" AND QUESTION "I CAN'T"**
- VIII. **THE KEY TO ACHIEVING PROGRESS IS TO NEVER GIVE UP**
- IX. **DON'T DO WORK AT AN AVERAGE PACE; THE SHORTEST WAY IS ALWAYS THE EASIEST**
- X. **CHANGE YOURSELF FIRST IF YOU WANT TO CHANGE SOMEONE ELSE**