

Live beneath your means.  
Return everything you borrow.  
Stop blaming other people.  
Admit it when you make a mistake.  
Give clothes not worn in 3 years to charity.  
Do something nice and try not to get caught.  
Listen more talk less.  
Every day take a 30 minute walk.  
Strive for excellence, not perfection.  
Be on time  
Don't make excuses.  
Don't argue.  
Get organized  
Be kind to kind people.  
Be kind to unkind people.  
Let someone cut ahead of you in line.  
Take time to be alone.  
Reread your favorite book.  
Cultivate good manners.  
Be humble.  
Realize and accept that life isn't fair.  
Know when to keep your mouth shut.  
Go an entire day without criticizing anyone.  
Learn from the past.  
Plan for the future.  
Live in the present  
Don't sweat the small stuff.  
It's all small stuff.

-from a Quaker newsletter