

# **Etiquette in the Business of Living, Day by Day**

By

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*To Cindi Cornelison, an inspiration to me and others,  
and a dearest friend.*

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# Foreword

This book provides daily quotes designed to inspire and enrich your daily interactions with meaningful insights. They do not need to be read in day order – they are written to be ‘dipped into’.

In today's world, practicing good manners and etiquette can unlock new opportunities and create a distinctive and memorable impression. The daily suggestions and reflections will help the reader approach both personal and business interactions with grace and respect.

Each quote comes with etiquette advice, offering practical wisdom for various situations. These tips can help navigate business meetings, social events, and family gatherings, with confidence and thoughtfulness, making each interaction more mindful and meaningful.

# January

## January 1 – Being Yourself

“Every year you make a resolution to change yourself. This year, make a resolution to be yourself.” (Unknown)

As a means of displaying thoughtfulness and respect towards others in your interactions, etiquette will serve you well. Subtle, yet powerful, being mindful of etiquette guidelines enhances authentic interactions with others, all the while as you are true to yourself. Practicing etiquette guidelines helps a person explore what it means to show up recognizably respectful and to help create a positive and harmonious environment. Being oneself is a lifelong journey that calls for self-awareness, discovery, and acceptance.

### Reflecting

- How does being yourself incorporate changing yourself?
- What is the most important principle of etiquette that you want to carry into the new year?

\* \* \*

## January 2 – Self Command

“No man is free who cannot command himself.” (Pythagoras)

Self-command embraces etiquette. Only the individual can control their impulses, emotions, and behavior in ways that are recognizably respectful in varying situations. Striving for a positive tone in demeanor and showing compassion for the suffering of others regardless of differing beliefs and opinions requires self-command. Demonstrating personal control in interactions with others shows that you are considerate, respectful, and predictably consistent. Self-command and

etiquette act as tools in navigating social situations and culminate in the liberating sense of agency and personal freedom.

### **Reflecting**

- How does being mindful enhance your self-command?
- What is one way you like to show up today with self-command?

\* \* \*

## **January 3 – Kindness is Never Wasted**

“No act of kindness, no matter how small, is ever wasted.” (Aesop)

When we practice etiquette mindfully (etiquette-fully), we seek out small yet impactful ways to show others they are seen and valued. Simple acts like being considerate of someone's time, offering a genuine compliment, or holding the door open can create a sense of appreciation and connection. These gestures, though they seem minor, can significantly brighten someone's day and foster an environment of mutual respect and kindness.

### **Reflecting**

- What one action would show you value someone's time?
- How do you communicate your noticing when someone is being kind?

\* \* \*

## **January 4 – Awareness: The All in All**

“Courtesy, politeness, manners, and civility are all forms of awareness. Being civil means consistently being aware of others and weaving restraint, respect, and consideration into the very fabric of this awareness.” (P.M. Forni)

Striving for heightened personal awareness empowers us to recognize when to extend a courtesy, offer a kind word, or express gratitude. The more vigilant and considerate you are of the people around you, of yourself, and of your actions, the more deeply ingrained your sense of etiquette will become. This mindfulness not only enhances your interpersonal interactions but also fosters a culture of respect and empathy.

### **Reflecting**

- What do I want to be more mindful and aware of today?
- How might looking for courteous and polite actions others are taking enhance your etiquette-fulness?

\* \* \*

## **January 5 – Attitude of Gratitude**

“Cultivate the habit of being grateful for every good thing that comes to you, and to give thanks continuously. And because all things have contributed to your advancement, you should include all things in your gratitude.” (Ralph Waldo Emerson)

In today’s world, we understand that etiquette isn’t about white gloves, children curtsying, and women gracefully passing through every door first. What remains constant through the ages is the heartfelt need for expressive attitudes of gratitude, courtesy, and a deep awareness of the needs of others. True etiquette is about being present in the moment—mindful, considerate, and sincerely appreciative.

### **Reflecting**

- Watch for moments today that give you an opportunity to say, “Thank you very much!”
- Silently compliment yourself every time you *don’t* say something negative today.



## January 6 – The Business of Life is Acquiring Memories

“The Business of Life is the acquisition of memories. In the end that’s all there is.” (Carson of *Downton Abbey*)

We have only one life to live, filled with countless chapters of social and professional experiences that line the hallways of our journey. In every interaction, we will always cross paths with others—and this is where the beauty of etiquette shines. Etiquette guidelines help us navigate these situations gracefully, encouraging us to look beyond ourselves while still pursuing our personal goals and dreams, forming memories along the way.

### Reflecting

- How might I be kinder and more respectful?
- What etiquette guideline will rule my day?

\* \* \*

## January 7 – Witnessing Kindness

“Kindness is the parent of kindness.” (Adam Smith)

Kindness begets kindness. Etiquette guidelines are the most empathetic of all rules. When individuals follow them, they can prevent impoliteness, rudeness, and bad temper from arising in their interactions.

### Reflecting

- How can I be kinder to others today?
- What one etiquette guideline will help me be kinder to myself?

\* \* \*

## **January 8 – A Step Beyond the Essential**

“Etiquette means behaving yourself a little better than is absolutely essential.” (Emily Post)

Etiquette means going beyond the basics of polite behavior. It's about exceeding the minimum standards to show respect and consideration for others. By consistently displaying good manners and thoughtfulness, we not only foster positive interactions but also receive approval and smiles in return.

### **Reflecting**

- Where do I need to show up even more etiquette-fully?
- Watch for moments today that provide an opportunity to say, “May I help you?”

\* \* \*

## **January 9 – Professionalism is More Than Just Doing the Job**

“Professionalism is not the job you do; it's how you do the job.” (Unknown)

Professionalism focuses more on your behavior and demeanor at work than on your specific job tasks. It includes maintaining a positive attitude, practicing proper etiquette daily, and striving to build and sustain good relationships in all work environments. Being professional also involves continuously evaluating and enhancing how you perform your duties and interact with others.

### **Reflecting**

- What person have I admired most professionally?
- What qualities of that person were most appreciated?

\* \* \*

## January 10 – Before Meals

“From the smallest morsel to this mega feast, we are forever grateful. We take time now to give thanks and ask for blessings on this food.”  
(Thanksgiving prayer)

We are always grateful, whether it’s for a small bite or a grand feast. As we gather to eat, we take a moment to give thanks and ask for blessings for this food. Pausing at the start of a meal allows us to slow down, appreciate physical and spiritual nourishment, and unite with friends, partners, and family at the table. This gratitude practice benefits everyone. Enjoying a thankful moment while dining alone can also be deeply fulfilling.

### Reflecting

- Pause before eating today, breathe and acknowledge where you are and who you are with.
- Before eating, give thanks for something for which you are grateful and ask others if they would like to express a gratitude.

\* \* \*

## January 11 – Manners and Maturity

“Maturity doesn’t mean age; it means sensitivity, manners, and how you react.” (Anonymous)

Maturity isn't defined by age; it encompasses sensitivity, manners, and how you react. When respectfulness is instilled in us from a young age, aiming to act maturely strengthens us personally and earns us mutual respect from others. Understanding the etiquette of various situations helps us act respectfully, showing others that we’re considerate and aware of our impact on them. With a genuine desire to grow, our emotional intelligence and self-awareness expand, along with our ability to empathize with others.

**Reflecting**

- Today watch for actions that you see someone take that you would call “mature.”
- What mature and sensitive actions should I make an effort to take today?

\* \* \*

**January 12 – Our Part in Peace**

"Etiquette is not just about proper behavior; it is about fostering understanding and empathy. When we act with respect and consideration, we contribute to a more peaceful world." (Unknown)

Etiquette goes beyond proper behavior; it fosters understanding and empathy. By acting with respect and consideration, we contribute to a more civil world. Our planet, filled with diverse communities, always needs peace. When unfortunate events occur elsewhere, we often feel a mix of sadness, helplessness, and anger. We may offer prayers and positive thoughts, but it can seem like living kindly at home adds little to global peace. Yet, empathy for others' suffering is a crucial part of active compassion. Compassionate individuals often seek ways to address injustices, including supporting organizations that condemn violence and persecution. By living kindly and respectfully, we inspire others, creating ripple effects. Ultimately, humans must strive for peaceful coexistence.

**Reflecting**

- What person can I reach out to today to let them know I am thinking of them?
- Try to build a communication bridge today and if you see someone building one, acknowledge it.

\* \* \*

## January 13 – Instrumenting Positive Influence

“Etiquette is an instrument of positive influence, though used in an indirect manner. It relies on the subtle acts of kindness, courtesy, and respect and tends to persuade others to act kindly, courteously, and respectfully.” (Candace Smith)

Etiquette serves as a powerful, indirect tool of positive influence. Through small acts of kindness, courtesy, and respect, it encourages others to behave similarly. "Positive influence" means the ability to lead, affect, or persuade without coercion. When we practice etiquette, we embody the ancient proverb, “Kindness begets kindness.” Receiving kindness often inspires individuals to treat others with respect and consideration. Etiquette demonstrates that civility is not just superficial; it is a foundational principle in a free and democratic society.

### Reflecting

- Watch for opportunities to intentionally reciprocate a kindness.
- Take an action that promotes agreement.

\* \* \*

## January 14 – What Etiquette is Not

“Etiquette is not about being perfect or being prim and proper; it's not about your social class, profession, ethnicity, or gender, or how rich or well-educated you are. Etiquette simply helps us to know how to behave and conduct ourselves in different environments.” (*Polished Manners*)

Etiquette isn't about perfection, social status, or wealth but about knowing how to behave in various settings.

- It's not old-fashioned or pretentious; it's essential, especially in professional environments.

- It's not about dictating others' actions but managing our own behavior to make others feel good.
- It's not snobby; it promotes inclusivity, mindfulness, and enjoyment in company.

### **Reflecting**

- Muse a minute or two about how etiquette is different than you had previously thought of it.
- Think about ways to be inclusive in your world.

\* \* \*

## **January 15 – A Contagious Source of Cheer**

“Codes of manners require us to be at least outwardly cheerful, agreeable, gracious, convivial—in short, a contagious source to cheer others.” (Henry Hazlitt)

As social creatures, we learn interaction essentials early from our parents, teachers, friends, and communities. Our sociality entails our relationships, communication skills, empathic responses, reciprocity, and adherence to social norms, which enable us to bond and engage collectively to form society. Generally unwritten rules or maxims guide respectful mannerly conduct, which is the foundation of civility. Cheerful and friendly individuals are key to fostering an inclusive, positive environments where everyone feels valued and enjoys each other's company.

### **Reflecting**

- Offer encouragement to at least two persons today.
- Make today a “Give a compliment day.”

\* \* \*

## January 16 – Necessities

"Love and compassion are necessities, not luxuries. Without them, humanity cannot survive." (Dali Lama)

Essential to human flourishing are compassion and love. These are not extra's, but necessary for happiness and well-being. The question, "What is it like to be on the other side of me?" serves to remind that love disaggregates into the showing of kindness, empathy and understanding toward others. As we "feel for" others, we empathize with their difficulties, and we wish for and desire that their suffering be alleviated. Compassionate acts of offering comfort or support helps build relationships in the moment and brings a sense of connection. Etiquette guides us in knowing how to behave kindly and recognizably respectfully, thus ensuring that our actions are considerate of the feelings and needs of others. Our etiquette-fulness fosters positive emotions in ourselves and others and we become more aware of our connection with humanity in our own little corner of the world.

### Reflecting

- A goal for today: Ask yourself often, "What is it like to be on the other side of me right now?"
- Actively listen to what others might be saying outside of the words they are using.

\* \* \*

## January 17 – Thank-You Notes Matter

"A moment of gratitude makes a difference in your attitude."  
(Bruce Wilkinson)

Have you ever been surprised with a lovely thank you note? How did you feel? When hand-written notes are received, you know that someone took the time they didn't have to, but they wanted to. When

was the last time you sent a thank you note? Handwritten notes are thoughtful gestures that show your thankfulness is a personal and genuine way. The person who receives the note feels your appreciation and makes that person feel special. When you send a thank you note, it shows that you want to put in writing how you feel and that you want the receiving person to know that person is important. It's easy to say, "Thank you." But to write it all out is a much heavier and impressionable gesture of gratitude.

### **Reflecting**

- If you were to write a thank you note to a person who most impacted your life, what would you write?
- Purchase a set of notecards to be mailed. Write a thank you note to a person of choice.

\* \* \*

## **January 18 – The Unwritten Laws We Live By**

"Manners are of more importance than laws. They are what vex or soothe, corrupt or purify, exalt or debase, barbarize or refine us, by a constant steady, uniform, insensible operation, like that of the air we breathe." (Edmund Burke)

Manners reflect character and character engages a person's values and ethics. Exercising good manners involves knowing the etiquette suitable to the situation, setting, and relationships at hand. Each day we work on becoming who we are, and manners and etiquette help us navigate through it all, aiming for steady calmness. Steady calmness gives the mind time to be more grateful and helps a person know the moments to quietly serve others, respectfully and considerately.

### **Reflecting**

- Watch for moments today that give you an opportunity to say, "May I help you?"



- Observe others as they exercise good manners. How did their actions make you feel?

\* \* \*

## **January 19 – Interfacing with Your Surroundings**

“Etiquette allows persons to better interface with their surroundings and in doing so experience more to be grateful for. Why? Because you see service as a tangible part of living and working.” (Yves Vargus)

Practicing good etiquette enables individuals to better engage with their surroundings and find more to be grateful for. This is because etiquette emphasizes the important role of service in living and working. By being considerate and helpful to those around us, we foster attentiveness and respect, which in turn inspire kindness and create a positive, friendly atmosphere, whether in person or online. Taking an interest in the needs of others and offering help contributes to a better experience for everyone.

### **Reflecting**

- Jot down two things you will do today to create a friendly atmosphere in person or online.
- If you were to explain to someone how it is that practicing etiquette and good manners offers you more to be thankful for, what would you say?

\* \* \*

## **January 20 – Common Sense**

“If ever you find yourself in a situation in which following a formal rule would be manifestly unkind, forget it, and be kind instead.” (Eleanor Roosevelt)

Etiquette is situational, contextual, and relational. A person should keep in the back of his mind the caveat in social situations of, "It depends." Keeping the Golden Rule active, by doing to others what you would have them do with you is a thought that will help. Aiming to be respectful in all of our interactions and following through by keeping our word and taking responsibility for our own behavior develops strength of characters. Doing what we know ultimately works is common sense.

### **Reflecting**

- Watch for any "It depends" moments.
- Think of a recent time when your compassion helped a situation.

\* \* \*

## **January 21 – Empathetic Rules**

"Politeness costs nothing and gains everything." (Lady Mary Wortley Montagu)

Etiquette guidelines can be considered the most empathetic of all rules. If employed by individuals, they help a person to step aside from exhibiting impoliteness, rudeness, and bad temper. Everyone suffers bad times and moods, and choosing etiquette-ful practices helps a person get in the social groove by, for example, following rules of polite conversation. Not interrupting others and actively listening will help a person know what to say and how to be supportive of others.

### **Reflecting**

- Reflect on a recent time when knowing personal boundary guidelines helped you avoid conflict?
- What is the most important etiquette guideline that you notice others tend to forget?

\* \* \*

## January 22 – Just a Little Consideration

“A little consideration, a little thought for others, makes all the difference.” (A. A. Milne)

What do small considerations of others look like?

Opening a door for someone... Saying “Excuse me,” when you’ve interrupted... Congratulating: “Good job!”... “Smiling when you speak to a person... Replacing a bad thought with a good one... Letting someone go first... Sneeze as quietly as possible... Leave a last bite for someone else... Being on time or a little early... Asking if you can help... Saying “Thank you” often... Apologize before asking someone to repeat what that person said... Send a thank you note... Be in touch with someone you haven’t contacted lately... Clean up after yourself in commonly shared spaces... Say “Good morning” or “Good evening”... Look around you to assess a need for a thoughtful action... Listen, really listen... Be nice...

### Reflecting

- Look for little things you could do soon that would be considerate of others.
- Think of a creative consideration to do for someone. Do it!

\* \* \*

## January 23 – Positivity Trumps the Negative

“Dwelling on the negative simply contributes to its power.”  
(Shirley MacLaine)

Though no one knows precisely what shapes reality, our thoughts and where we focus our attention shapes how we perceive reality. Focus brings things up close in our minds and this can affect our emotions and decision-making. Think about a time when you worried about something over and over. When a person constantly focuses on

negative aspects at work or in personal life, the thoughts weigh heavily and can become huge barriers to productive action. We have the power to create happy states of mind. Choosing to find and focus on positive aspects of any situation over and over is habit-forming and the practice over time will create opportunities and will certainly affect relationships with others. Yes, it's all about focusing on the positive.

### **Reflecting**

- Every single time you notice a negative thought, immediately counter it with something true that is positive about the situation.
- Notice something positive about another person's actions and tell them.

\* \* \*

### **January 24 – Kindness Guides**

"Kindness is the parent of kindness." (Adam Smith)

When something is parented, it is guided and nurtured. When we allow ourselves to be parented by principle of kindness, we trust that it's good to be open to finding and listening to the wisdom of kindness. Etiquette assists us in finding ways to be kind. In fact, etiquette is the outcome of kindness, wisdom, and common sense. Practicing good etiquette enables individuals to better engage with their surroundings and find more to be grateful for. This is because etiquette emphasizes the important role of service in living and working. By being considerate and helpful to those around us, we foster attentiveness and respect, which in turn inspire kindness and feeds positivity. When we take an interest in the needs of others and offer help, our caring contributes to a better experience for everyone involved.

**Reflecting**

- Take a moment to give yourself to kindness. “Kindness, I’m yours.”
- Ask, “Kindness, please lead me today to notice others and act if I find something I could do for them.”

\* \* \*

**January 25 – Integrity is Forever**

“Success will come and go, but integrity is forever.”

(Amy Rees Anderson)

We all aspire to succeed in our personal and professional lives, and though we may fail sometimes, Amy Rees Anderson emphasizes the importance of striving to do the right thing regardless of the consequences. Good etiquette fosters integrity, respectful behavior, empathy, self-control, honesty, transparency, and accountability in all areas of life. Integrity is forever, and by upholding these values, we enrich our own lives and contribute to a more harmonious environment for everyone every day.

**Reflecting**

- How you feel when you “right a wrong?” When have you righted a wrong? How did you feel?
- If you were able to speak to someone who you wronged in the past, what would you say?

\* \* \*

**January 26 – Perfection Adjusted**

“Perfection is not attainable, but if we chase perfection we can catch excellence.” (Vince Lombardi)

Perfectionism is a frustrating path to choose. The anxiety and social pressure that it brings with it puts a strain on relationships. It is even viewed by psychologists as contributing to depression and low self-esteem.

A strive for excellence, on the other hand, brings with it a sense of accomplishment when goals are reached. It gives you room to handle setbacks, learn from mistakes, and set an example for other people.

### **Reflecting**

- Has perfectionism harmed me? How?
- What am I doing these days that show I strive for excellence?

\* \* \*

## **January 27 – On Being Pleasant**

“If you mortgage your pleasantness to something outside of you, you being pleasant or unpleasant is only by chance.” (Sadhguru)

It’s sometimes tempting to look to things or events outside of ourselves to determine our state of mind, our pleasantness or unpleasantness to others. When we look to people or situations for clues to determine or measure what we are feeling, we aren’t dependably honest with ourselves. We won’t be predictable to others, and chance or whim will be the master of us.

### **Reflecting**

- Today will I choose to ask myself exactly what I am feeling?
- When are the times that I most often feel pleasantness?

\* \* \*

## January 28 – Body Language Transforms

“I assume the body language no matter what in doing voice over. There is a transformative effect.” (Jennifer Hale)

We know that body language counts. Knowledge is one thing, but awareness in the moment is another. When a person acts on that awareness, knowledge and understanding are put into action. What Jennifer Hale, a voice over expert, realizes is that in assuming convincing body language, even though no one sees her, energizes her performance and herself. It’s as if she has a new insight into her own mind transforming its ability to make improvements and even implement different behaviors and strategies.

### Reflecting

- Make today “Observe body language Day”—yours and other people’s.
- Intentionally put Jennifer Hale’s practice into action and notice the effect.

\* \* \*

## January 29 – Self Introductions

“People will never forget how you made them feel.” (Maya Angelo)

According to a study published in the journal, *Personality and Social Psychology Review*, first impressions influence how others perceive and evaluate us. The way we introduce ourselves will often be how we will be remembered. What many don’t realize is that how you make the other person feel as you introduce yourself is a double whammy of importance. Making the other person feel important can be accomplished by:

1. Good eye contact and forward-facing body language
2. Smiling, asking them about themselves

3. Saying the other person's name
4. Being positive

### **Reflecting**

- Ask yourself often today, "What is it like to be on the other side of me right now?"
- When you go out for any reason, even if there is no opportunity to introduce yourself, be curious about any person you interact with, noticing names on name badges.

\* \* \*

## **January 30 – Respect, a Living Principle**

"A person's a person, no matter how small." (Dr. Seuss)

Respect is one of the most important words we can know. We feel it when we read or hear it. We know its significance when we use it. And, as the 18th century icon, Adam Smith said, "We desire both to be respectable and to be respected." The positive view formed on how persons are living their lives is the stuff of respect.

Today is the perfect time to ask ourselves how we conceptualize and demonstrate respect. Respect in action is as simple as living by the Golden Rule. You can test this by asking yourself:

*"Am I treating others the way I would want to be treated?"*

*"Are my actions admirable, honorable?"*

*"Do my actions make others feel cared for, valued, and important?"*

### **Reflecting**

- How can I improve my respectful behavior today?
- Who and what do I want to be more respectful of?

\* \* \*



## **January 31 – Protocols Now and Always**

“Anyone who considers protocol unimportant has never dealt with a cat.” (Robert A. Heinlein)

The humorous quote connection reflects the fact that it can be complex to learn to get along with cats who operate on their own instincts and distinct preferences as they seemingly “rule” a household. Cats have expectations of your proper behavior and if you have a cat, you know what is meant by this. If you don’t have a cat, the point can still be made. Protocols govern the way individuals are expected to act situationally and relationally. They are necessary in public settings, as they help ensure a smooth and orderly playing out of interactions. Protocols are reflected in proper manners, recognizably respectful behavior, and traditional norms.

### **Reflecting**

- What protocol do you think is most important in living with others in a household?
- What one thing could you do to regularize this protocol in yourself?

# February

## February 1 – Moods and Manners

“Your mood should not dictate your manners.” (Unknown)

Being in a bad mood can be an excuse for bad behavior. It’s tempting. But your respectful attitude matters more than a personal moment of irritation or upset. Being courteous to others even when you don’t feel like it is a personal and professional signal that you intend to be kind and collaborative. Making this a habit can contribute to your interpersonal skill set and make you more conscious of your desire to have sound personal relationships. Your reputation socially and professionally will grow over time, and you will be known as a person who others can count on to be reliably respectful. Yes, others will notice.

### Reflecting

- Is there a recent time when I have let my mood affect my mannerisms?
- When someone is in a bad mood, would it be good to say something such as, “Take your time to process your feelings. I’m in no hurry.”?

\* \* \*

## February 2 – Small Sacrifices

"Good manners are made up of petty sacrifices."  
(Ralph Waldo Emerson)

Little acts of self-control and considering others first helps develop the habit of constraining impulse. After all, we are self-interested, and in the moment making the sacrifice of holding back our words may actually feel as if we are biting our tongue. When the moment passes,

we realize that we did not bite our tongue and have time to reflect. Putting others before ourselves can sometimes be rough, but we shall be known as someone with good manners.

### **Reflecting**

- What etiquette-ful habits do you have that help you constrain yourself?
- Recall a recent time when you realized the benefit of holding back the harsh words you were feeling.

\* \* \*

## **February 3 – Rewards of Being Your Best**

“Notice the small things. The rewards are inversely proportional.”  
(Liz Vassey)

The more we exert energy in the etiquette-ful pursuit of showing good manners, the greater the benefits and rewards will be. The more often good manners are practiced, the more positive your relationships and people experiences will be. It’s the little acts of self-command and consideration for others that bring rewarding satisfaction with oneself and the world.

### **Reflecting**

- Choose two actions of going out of your way to be considerate to someone today.
- Complement another person today on their kind manners.

\* \* \*

## **February 4 – Integrity at Home**

“The strength of a nation derives from the integrity of the home.”  
(Confucius)

Etiquette-ful, respectful and courteous behavior begins in the home. Children learn by modeling the adults around them. What parents do and allow their children to do will have a ripple effect as the children will carry out into school and into the world the morality of how they were raised. When the home is positive and cordial, the values of personal integrity and respect for one another’s rights as persons personify, and pride in family grows. It is natural that individuals contribute to groups outside of the home and the sense of personal reputation makes the responsibility of contributing to society via business and volunteer actions a natural extension of the personal values learned in the home. The fabric of society is formed by the integrity of rules and order learned in family life.

### **Reflecting**

- Tell a family member something that they do for your family that you appreciate.
- What is one supportive action you will take today to reinforce your belief in the power of positivity in the family environment?

\* \* \*

## **February 5 – Inner Peace and Propriety**

“Until he extends the circle of his compassion to all living things, man himself cannot himself find peace.” (Albert Schweitzer)

Having a sense of inner peace comes when you are compassionate to yourself and others. Propriety or good manners are closely connected because they both involve cultivating a sense of harmony and respect towards oneself and others. When a person has inner peace, they are

more likely to be living etiquette-fully. Being self-aware, empathetic, and considerate of others' feelings and needs helps an individual to be more patient and understanding, and this, in turn,

fosters a sense of calm and peacefulness in interactions with others. It is safe to say that practicing good manners contributes to a person's self-command, as it helps you navigate social situations with grace and kindness. Treating yourself and others with kindness fosters a sense of unity and promotes a wider sense of care for the world around you.

### Reflecting

- What have you witnessed or experienced recently that illustrates the truth of Albert Schweitzer's quote?
- When do you feel most at peace with yourself?

\* \* \*

## February 6 – Being Forward Looking

"I want to keep meeting new people, enlarging my circle of friends. I have great friends now...really good people. But I'm always ready for what comes next." (Paula Danziger)

Being forward looking is an etiquette-ful mindset and a set of habits that can be developed and encouraged in ourselves. It begins by having a long-term vision that includes your life goals. Visualize where you want to be in one year and write down three steps you will need to take to get there. In fostering a positive mindset begin each day with a morning affirmation which you repeat out loud to yourself in the mirror. For example: *"I am calm, confident, and competent. I will put my best foot forward throughout this day, staying open to new ideas and people, aiming for kindness always."* Share your vision and goals with a friend. Let them know that you welcome their kind feedback on how you are doing. Once a week reflect and celebrate on your progress.

**Reflecting**

- How does being forward looking conflate a self-critical attitude?
- What is one action you will take today in being forward looking?

\* \* \*

**February 7 – Acknowledging My Personal Affirmation**

“I am in charge of how I feel and today. I am choosing happiness.”  
(Maya Angelou)

Embracing and acknowledging personal affirmations helps individuals build a solid foundation of confidence and positivity, which enhances their ability to naturally and effortlessly exhibit good etiquette in social and professional settings.

A few steps to try out today:

- Choose an affirmation for today by stating in present tense what you’d like to mirror.

For example, “I am learning each day from my experience and am applying it in this moment.”

- Write your affirmation down and place it as a visual reminder where you can see it often.
- Change and growth take time. Be patient with yourself today.

**Reflecting**

- Yesterday you were “Forward Looking.” How does having a long-term vision relate to acknowledging yourself with a personal affirmation?
- Close your eyes and add say your name as you acknowledge your personal affirmation.