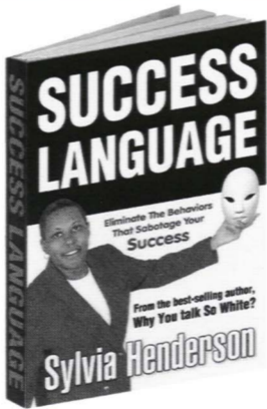


*Mem-cards™*  
*for*



# Make Your Success Yours

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In the end, when it comes to success in your life—personally and professionally—only you can define what your success looks like, feels like, sounds like, and is like. Only you can know what “success” means to you. Allow no one else to define success for you or limit you. If you do not know what success is, travel beyond where you are now and seek new situations, new people, new places, new knowledge, and new skills however you can.



**Success Language**

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*by Sylvia Henderson*

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# Communicate Clearly <sup>1</sup>

The ability to communicate clearly is the single most important key to success. This skill enables success in all personal and professional relationships. Other people will not fully know what you think and feel if you do not communicate clearly. This means that you convey your message in such a way that another person can interpret it correctly. In other words, they understand what you mean. **You** are responsible for making sure that others can accurately interpret what you communicate to them.



**Success Language**

*by Sylvia Henderson*

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# A Lifetime 4 Commitment to Language

When you are unsure of how to use words, you have a world of resources available to you, both in print and electronically. Dictionaries, thesauruses, word lists, encyclopedias, manuals of style, books on how to speak and write, grammar classes, self-study courses, libraries, and other resources too numerous to name are resources you can use to learn how to speak and write correctly and professionally. Even if English is not your first language, you have little excuse for not learning to use language correctly.



**Success Language**

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## Maintain a Strong Work Ethic

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When we thank those who taught us the value of hard work, the value of hard work represents a strong work ethic. Work ethic is more than a job description, career goal, or task. It is part of your belief system and reflected in your attitude and behavior. Your work ethic is how you feel you should behave and respond when you decide to work hard—or not.



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