

How to Win Friends and Influence People in the Digital Age

by Dale Carnegie

A printable to-do list of the most effective habits from this book. Check one off each day you do it.

☐ ⁰¹ **Audit one channel**
Choose email, texts, or social comments as today's respect practice.

MON TUE WED THU FRI SAT SUN

☐☐☐☐☐☐☐

☐ ⁰² **Write a dignity rule**
Decide what you will not do publicly, even when annoyed.

MON TUE WED THU FRI SAT SUN

☐☐☐☐☐☐☐

☐ ⁰³ **Create a praise standard**
Define what makes appreciation specific enough to matter.

MON TUE WED THU FRI SAT SUN

☐☐☐☐☐☐☐

☐ ⁰⁴ **Pick one relationship**
Choose a person whose digital exchanges deserve more care.

MON TUE WED THU FRI SAT SUN

☐☐☐☐☐☐☐

☐ ⁰⁵ **Delay one reactive reply**
Wait long enough to answer the person, not just the irritation.

MON TUE WED THU FRI SAT SUN

☐☐☐☐☐☐☐

☐ ⁰⁶ **Name their world first**
Begin one message by acknowledging their context or effort.

MON TUE WED THU FRI SAT SUN

☐☐☐☐☐☐☐

☐ ⁰⁷ **Praise specifically**
Mention the exact action and the effect it had.

MON TUE WED THU FRI SAT SUN

☐☐☐☐☐☐☐