

How to Win Friends & Influence People

by Dale Carnegie

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

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01

Replace one criticism with a question

Before correcting someone this week, ask what happened, what they were trying to do, and where they got stuck.

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02

Give one specific appreciation

Name a behavior, the effort behind it, and the impact it had. Keep it concrete enough that it could not apply to anyone else.

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03

Use the other person's name

In one conversation, use the person's name naturally and pair it with full attention, not performance.

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04

Find the eager want

Before making a request, write one sentence that connects the request to what the other person already values.

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05

Let someone save face

When giving feedback, move the conversation private, acknowledge good intent, and make the next step feel recoverable.

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