Apologize when you realize you are wrong. An apology never diminishes a person. It elevates him. Do not blow your own horn. If you have done something praiseworthy, someone will notice eventually.

Try to understand a point of view that is different from your own. Few things are 100 percent one way or another. Examine the demands you make on others, and lighten up.

When you feel your temper reaching the boiling point, ask yourself, “Will it matter a week from today?” Laugh the loudest when the joke is on you.

The sure way to have a friend is to be one. We are all connected by our humanity, and we need each other. Avoid malcontents and pessimists. They drag you down and contribute nothing.

Don’t discourage a beginner from trying something risky. Nothing ventured means nothing gained. Be optimistic. The can-do spirit is the fuel that makes things go.

Go to war against animosity and complacency. Express your gratitude. Give credit when it’s due—even when it isn’t. It will make you look good.

Read something uplifting. Don’t abandon your old-fashioned principles. They never go out of style. When courage is needed, ask yourself, “If not me, who? If not now, when?”

Take better care of yourself. Remember, you are all you’ve got. Pass up that second helping. You don’t need it. Vow to eat more sensibly. You will feel better and look better, too.

Return those books you borrowed. Reschedule that missed dental appointment. Clean out your closet.

Take those photos out of the drawer and put them in an album. If you see litter on the sidewalk, pick it up instead of walking over it.

Give yourself a reality check. Phoniness is transparent, and it is tiresome. Take pleasure in the beauty and wonders of nature.

Walk tall and smile more. You will look 10 years younger. Do not be afraid to say, “I love you.” Say it again. They are the sweetest words in the world. If you have love in your life, this year can be the best one ever.