

William M. Allen's Principles

Must keep temper always - never get mad.

Don't talk too much - let others talk.

Don't be afraid to admit that you don't know.

Don't get immersed in detail - concentrate on the big objectives.

Be definite - don't vacillate.

Above all else be human - keep your sense of humor - learn to relax.

Be just, straightforward, invite criticism, and learn to take it.

Be confident. Having once made the move, make the most of it.

Bring to task great enthusiasm, unlimited energy.

(drawn up before he accepted the presidency in 1945)