

## Chapter 9 What You Can Do to Help Build Healthy Relationships

**1) Be honest in all your business dealings.**

**2) Communicate clearly, concisely and honestly—say exactly what you mean in all communications.**

1. Review contracts and other agreements. Are they clear and concise?
2. How do my employees and clients view me in this area?
3. Does my “yes” truly mean “yes” and my “no” truly mean “no”?

**3) Be kind and respectful – controlled – in all your speech and behavior**

1. Reflect on a time when you responded angrily to a person or situation. Did your anger make the situation better? What can you do to control your emotions better?
2. Can you confidently say that you handle most situations with kindness and respect? How can you better show kindness and respect?

**4) Establish policies and procedures for resolving conflicts among your employees.**

1. How do I naturally deal with conflict?

2. Do I have clearly-defined policies for conflict resolution in place?

**5) Speak softly, not harshly, when dealing with confrontational people or heated situations.**

1. Do I respond carefully or react carelessly to heated situations?

2. What are steps I can take to respond appropriately to an unpleasant confrontation?

**6) Do not speak rashly nor act in anger.**

1. Can I recall a situation where angry words destroyed a relationship?

2. Can I remedy that relationship today?

3. Am I quick-tempered?

**7) Do not jump to conclusions nor confront any in haste.**

1. Do I tend to speak or act before having all the facts?

2. Do I have a tendency to jump to conclusions?

**8) Overlook minor offenses or mistakes.**

1. How can I discern between issues I need to deal with and those that I should overlook?
2. What can I do to focus on the “big picture?”

**9) Handle problems and differences with individuals privately as much as possible.**

1. Do I have a problem with directly confronting an employee?
2. Am I approachable?
3. How are conflicts handled in my place of business right now? What changes are needed?

**10) Seek reconciliation when others have broken a relationship.**

1. Is there someone I need to be reconciled with?
2. What steps can I take to work on that relationship?
3. Am I always willing to take the first step toward reconciliation?

**11) Guard your marriage: Balance your business and marital responsibilities carefully**

1. In what ways do I fall short of obeying God's instructions to me as a husband or wife?
2. How do my business responsibilities affect my marriage?
3. What can I do to better meet my spouse's needs?

**12) Guard against provoking your children to resentment or rebellious behavior.**

1. What are the things I do that provoke my children?
2. Do I "bring my business problems home?"
3. What can I do to better "leave work at work?"

**13) Make significant changes when your family feels neglected.**

1. What steps can I take to control my schedule, allowing time to meet the needs of my family?
2. Does my family feel that my business/career is more important than they are?

## Chapter 10 What Your Responsibilities Are to the Local Community and to the World

### 1) **Promote a strong work ethic.**

1. How do I view my work? Is it fulfilling? Do I feel overworked? Do I promote a strong work ethic within my company?
2. What can I do to build a strong work ethic in my company?
3. Do I have co-workers or employees whose work ethic is weak?

### 2) **Promote a positive perspective and philosophy toward work.**

1. Do I view work as a blessing, as a gift from God? Why or why not?
2. Am I working with selfish intentions?
3. Am I doing all I can to serve God and others through my work?
4. Is God truly at the center of my life and work?

**3) Set an example in the workplace: Live out the teachings of God our Savior.**

1. Do my co-workers see Christ in me?
2. What areas in my leadership style I can improve to better reflect Christ?

**4) Stand against the unfair treatment and oppression of laborers throughout society.**

1. Have I positioned myself well to be an influencer of righteousness and fairness?
2. What can I do to promote the proper treatment of workers?

**5) Respect the government and its authority.**

1. Why did God ordain that it is the responsibility of government to establish laws and regulations for the well-being of society?
2. What laws or regulations do I find unreasonable or difficult to comply with?

How can I address these while continuing to honor God by respecting the government's authority?

**6) Pay taxes—all you owe—honestly.**

1. Is there any way I am less than completely honest in paying my taxes?
2. Do I care for my conscience?
3. Do I tend to view the government as corrupt? Have I ever pondered the good government does and view it as a way of ministering to people?

**7) Be wise in using the world's resources—protecting, not destroying, the earth.**

1. Is there something I could do right now, today, to make better use of the world's resources?
2. On a scale of one to ten, how would I rate my stewardship of the earth's resources?