
How to Win Friends and Influence People Summary PDF Cheatsheet — GrowthSummary.com

? 1. Take Action, Repeatedly: We improve only through action and self-reflection

To really learn this book, we must regularly study the ideas and—most importantly—apply the tips in real life. Over and over again, until they become automatic habits.

? 2. Be Enthusiastic: Sincere friendliness is a contagious emotion

Just like a friendly, furry dog, we can become more socially magnetic to others through enthusiasm and curiosity. We can show genuine interest in another person by smiling, listening more than we speak, and asking questions.

? 3. Make Them Feel Bigger: Everyone has a fundamental need to feel important

One of the deepest human needs is a feeling of importance. When we give others that feeling, they like us more in return. We can do it by: using their name, offering sincere compliments, and treating others how we'd like to be treated.

? 4. Never Attack Their Pride: Direct confrontation rarely changes anyone's mind

We accomplish little by arguing, criticizing, or telling people they're wrong. More often, we only provoke defensiveness and damage the relationship. Instead, we can use a more gentle, indirect approach—by showing humility, admitting we may be wrong, and guiding them with questions.

???? 5. Assume Good Intentions: See people the way they wish to be perceived, until they give you reason not to

? 6. Lead with Encouragement: Offer appreciation to those around you, easily and often

Important business leaders say it's better to motivate through appreciation and encouragement, not criticism. We do this by offering suggestions not orders, celebrating each small improvement, and giving respectful titles.

This is just a sample!

Learn faster and save time with Growth Summary, premium book summaries on business, self-help, and more. Listen to full-length audio summaries, take fun quizzes, and get personalized recommendations at GrowthSummary.com