

Keep a place for your tools, and your tools in their places. Instead of spending a rainy day at the dram-shop, as many do, to their ruin, repair whatever wants mending; post your books.

Drive your business, and do not permit your business to drive you.

Never trust your money in the hands of that man who will put his own to hazard.

When a debt becomes due, pay it at the time, whether your creditor wants it or not. Never ask him to "*wait till next week*," but pay it. Never insult him by saying, "you do not want it." Punctuality is a key to every man's chest.

By constant temperance, habitual, moderate exercise, and unaffected honesty, you will avoid the fees of the lawyer and the sheriff, gain a good report, and probably add at least ten years to your life.

HINTS TO MEN OF BUSINESS.

Superintend in person as much of your business as practicable, and observe with a watchful eye, the management of what is necessarily committed to the agency of others.

Never lose sight of the powerful influence of example, and be careful in the management of your concerns, to recommend by your own personal practice uniform habits of active, interested and persevering diligence to those in your employ.

Be prompt and explicit in your instructions to your agents, and let it be understood by them that you expect they will execute the same in strict conformity thereto.

Let no common amusements interfere or mingle with your business; make them entirely distinct employments.

Dispatch at once, if possible, whatever you may take in hand; if interrupted by unavoidable interference, resume and finish it as soon as the obstruction is removed.

Beware of self-indulgence, no business can possibly thrive under the shade of its influence.

Do not assume to yourself more credit for what you do, than you are entitled to, rather be content with a little less; the public mind will always discover where merit is due.

Familiarize yourself with your books, keep them accurately, and frequently investigate and adjust their contents. This is an important item.

Cultivate domestic habits, for this your family if you have one, has a strong and undeniable claim; besides, your customers, will always be best pleased when they find you at home, or at the place of business.