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|-------------------|---------------------------|
| <b>1.TAKE</b>     | <b>AN OPINION.</b>        |
| <b>2.KEEP</b>     | <b>RELATIONSHIPS.</b>     |
| <b>3.BUILD</b>    | <b>YOUR EYES OPEN.</b>    |
| <b>4.WORK</b>     | <b>INFORMATION.</b>       |
| <b>5.MANAGE</b>   | <b>A SITUATION.</b>       |
| <b>6.FORM</b>     | <b>YOUR TIME.</b>         |
| <b>7.PROCESS</b>  | <b>AN OPEN MIND.</b>      |
| <b>8.GIVE</b>     | <b>UNKNOWNNS.</b>         |
| <b>9.WEIGH UP</b> | <b>BOTH WAYS.</b>         |
| <b>10.KEEP</b>    | <b>YOUR SKILLS.</b>       |
| <b>11. READ</b>   | <b>THE PROS AND CONS.</b> |
| <b>12.BUILD</b>   | <b>YOU AN INSIGHT.</b>    |