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