

Before Beginning Work

Words to Stay With



Collection 34

10 quotations · English tracing · 14 pages

Making this book yours

Before work, consider its purpose, preparation, responsibility and cooperation.

One sentence at your pace

Look at the illustration, read the quotation, trace the grey models and write in your own hand. Start anywhere. You may skip a line or leave a different thought.

Print and bind

Use A4 portrait at actual size (100%). For double-sided printing, flip on the long edge: seven sheets per book. Single-sided printing uses fourteen sheets. Bind on the left with staples or rings. This file is not imposed for folded booklet printing.

Try one page first

Print page 4 to check the two grey models and guide lines. If they are too faint, turn off toner-saving mode and try normal print quality. The line below should measure 10 mm.

———— 10 mm

The ten quotations

Begin with the quotation that draws you in.

01	Work while you have the light. You are responsible for the talent that has been entrusted to you.	4
02	Never leave that 'till tomorrow which you can do today.	5
03	Strong reasons make strong actions.	6
04	Whatever you do, do cautiously, and look to the end.	7
05	The price of greatness is responsibility.	8
06	Talk of nothing but business, and dispatch that business quickly.	9
07	Underpromise; overdeliver.	10
08	Management is nothing more than motivating other people.	11
09	By the work one knows the workmen.	12
10	The gratification comes in the doing, not in the results.	13

Work while you have the light.
You are responsible for the talent
that has been entrusted to you.

Henri-Frederic Amiel



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Benjamin Franklin



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Strong reasons make strong actions.

William Shakespeare



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Whatever you do, do cautiously,
and look to the end.

Unknown



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The price of greatness is responsibility.

Sir Winston Churchill



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Talk of nothing but business,
and dispatch that business quickly.

Aldus Manutius



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Underpromise; overdeliver.

Tom Peters



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Underpromise; overdeliver.

Underpromise; overdeliver.

Management is nothing more than
motivating other people.

Lee Iacocca



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By the work one knows the workmen.

Jean De La Fontaine



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The gratification comes in the doing,
not in the results.

James Dean



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After the last word,
your own words continue.

What would you like to prepare before beginning today's work?

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