"I figured out something pretty basic back then. I discovered people are alike in many, many more ways than they are different. I discovered the other fellow is pretty much like me. He likes good food, he misses his family and friends, he wants to get ahead, he has problems, he likes to relax. So if the other fellow is basically like me, there's no point in being afraid of him."

Now, doesn't that make sense? If the other fellow is basically like me, there's no reason to be afraid of him.

Here are two ways to put people in proper perspective:

1. Get a balanced view of the other fellow. Keep these two points in mind when dealing with people: first, the other fellow is important. Emphatically, he is important. Every human being is. But remember this, also: You are important, too. So when you meet another person, make it a policy to think, "We're just two important people sitting down to discuss something of mutual interest and benefit."

A couple of months ago, a business executive phoned to tell me he had just employed a young man whom I had recommended to him shortly before. "Do you know what really sold me on that fellow?" asked my friend. "What?" I asked. "Well, it was the way he handled himself. Most job applicants when they walk in here are half scared. They give me all the answers they think I want to hear. In a way, most job applicants are a little like beggars—they'll accept anything, and they aren't particular.

"But G. handled himself differently. He respected me, but what's just as important, he respects himself. What's more, he asked me as many questions as I asked him. He's no mouse. He's a real man, and he's going to do all right."