Before you speak:

THINK
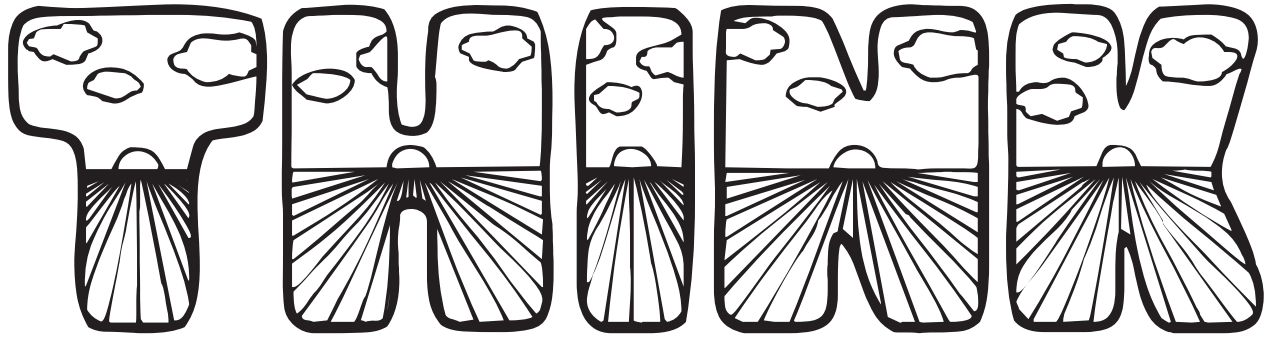
- Is it true?
- Is it helpful?
- Is it inspiring?
- Is it necessary?
- Is it kind?