

**SOME RULES FOR
THE
CONDUCT OF LIFE**

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Some rules for the conduct of life by William Caxton

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WILLIAM CAXTON

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• Introduction •

THE present year completes four centuries since William Caxton introduced the invaluable Art of Printing into England. Such an important anniversary will doubtless be marked in many ways.

A Citizen and Goldsmith/ deeply interested/ reproduces in this pamphlet the excellent Rules for the Conduct of Life presented by the Corporation of London to every apprentice on whom its freedom is conferred.

Rousdon • June. 1877.



SOME

Rules

FOR THE

Conduct of Life.

Consider your Ways. Hag. i. 5.

LONDON:

PRINTED BY FIELD & TUCKER, 50, LEADENHALL STREET, E.C.

1877.

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that proper record-keeping is essential for transparency and accountability, particularly in financial matters. This section also outlines the various methods and tools available for tracking and documenting data, ranging from traditional paper-based systems to modern digital solutions.

2. The second part of the document focuses on the legal and regulatory requirements that govern record-keeping practices. It details the specific rules and standards that organizations must adhere to, including retention periods, access controls, and data protection measures. This section provides a comprehensive overview of the legal landscape, ensuring that readers are fully informed of their obligations and the consequences of non-compliance.

3. The third part of the document explores the practical aspects of implementing a robust record-keeping system. It offers detailed guidance on how to design, develop, and maintain an effective system that meets the organization's needs and complies with relevant regulations. This section covers topics such as system architecture, data integration, and ongoing monitoring and maintenance, providing readers with actionable insights and best practices.

4. The fourth part of the document discusses the role of record-keeping in risk management and decision-making. It highlights how accurate and accessible records can provide valuable insights into organizational performance, identify potential risks, and support informed decision-making. This section also addresses the challenges associated with data analysis and the importance of ensuring the integrity and reliability of the information used for strategic planning.

5. The fifth and final part of the document concludes by summarizing the key findings and recommendations. It reiterates the importance of record-keeping as a fundamental component of organizational governance and provides a clear call to action for readers to implement the principles and practices discussed throughout the document. This section serves as a final reminder of the critical role that accurate records play in ensuring the long-term success and sustainability of any organization.

Rules for the Conduct of Life.

Rule 1.

WHATEVER you at any time intend to do, consider the end which you therein propose to yourself, and be sure that it be always really good, or at least innocent. He who does any thing, and knows not why or wherefore, acts foolishly ; and he who aims at an unlawful end acts wickedly, which is the worst sort of folly. If you are careful always to observe this fundamental rule, you will thereby avoid many sins which would disturb your conscience, and also many trifling actions which would tend to your discredit or trouble your repose.

Rules for the

Rule 2.

WHEN you have thus fixed upon a proper end to aim at in each action, then consider not only what are the lawful means to be used in order to this end, but also how these means are best to be applied. That which is unlawful ought not to be done, even for the obtaining of a good end; and means, in themselves good, have often failed of success, for want of prudence in the management of them.

Conduct of Life.

Rule 3.

WHEN you are seeking for a good end, proper means, and the right way of using them, remember that the knowledge of all this must not rest in idle speculation or plausible discourse, but ought to be effectually reduced to practice, as often as you have an opportunity for it. The man who thinks wisely, and discourses judiciously, is never to be excused if his practice, when there is occasion for it, is not answerable to his thoughts and words. *To him that knoweth to do good, and doeth it not, to him it is sin. And that servant which knew his Lord's will and prepared not himself, neither did according to his will, shall be beaten with many stripes.* James iv. 17; Luke, xii. 47.

Take the sum and substance of these three rules in short:—Let the end you aim at be always good; be vigorous in making use of the proper means for the compassing of such an end; and in doing this be always very circumspect. If you proceed after this manner, you will certainly obtain the great end you propose to yourself in the life to come; and, if you fall short of some things which you desire in this world, you will have this comfort, that God thinks fit to deny them to you, not for any fault of yours, but for other good reasons, which he knows though you do not.