**My values**

To be ethically good - Justice

To enable others (help others) - Contribution

To have a thriving family- Family

To treat people as well as possible (avoid mistreating them) - Generosity

Other possible values:

Accuracy, Achievement, Autonomy, Challenge, Dependability, Forgiveness, Genuineness, Health, Humility, Moderation, Nonconformity, Purpose, Realism, Responsibility, Self-knowledge, Tolerance

**My principles**

1. **Set Clear Direction, Prioritize, and Manage Focus**
   1. Prioritize your To-Do’s. This is crucial to avoid being overwhelmed
   2. Avoid instant distractions
   3. Pay attention to cues, habits etc.
   4. Set and review daily prioritized targets (*SOP 1 for Daily Targets*)
2. **Be honest about reality, hold yourself accountable, and avoid excuses**
   1. Never make excuses
   2. Never paint a rosier picture of harsh reality
3. **Treat yourself gently, meditate, and focus on self-care**
   1. Have patience with yourself. Slowly guide yourself away from harmful thoughts
   2. Meditate!
   3. Fiercely protect your emotional wellbeing. Seek external perspectives when situations are difficult to understand.
      1. When feeling overwhelmed, share and triangulate with trusted individuals such as close family members to gain perspective and clarity.
   4. Proactively manage your state and energy through preparation, maintenance, and reset rituals. (*SOP 9 for State & Energy Management*)
4. **Practice Calibrated Transparency and Communication**
   1. Grant transparency relative to the level of trust established
      1. 100% transparency and updates only to those who have earned 100% trust
   2. Promptly communicate all changes/updates with stakeholders
   3. Seek clarity, ask questions, and always keep context in mind
   4. Protect your own and others' privacy.
   5. Communicate to establish boundaries that respect the preferences of all parties involved
   6. Provide necessary information on a need-to-know basis to ensure effectiveness without compromising discretion. (*SOP 3 for Building Trust and Discretion, SOP 4 for Meeting Communication & Boundaries*)
5. **Define and Enforce Personal Boundaries**
   1. Reject the "white knight" mentality, set boundaries, and focus on those who genuinely seek help.
   2. Avoid taking on unnecessary responsibility for others' well-being.
   3. Recognize that you cannot "save" others unless they genuinely want to be saved/helped
   4. Be realistic about your capabilities and the willingness of others to change.
   5. Prioritize self-care and personal growth, while respecting others' autonomy.
   6. Offer help to those who genuinely seek it, without overextending yourself.
   7. Identify and communicate unacceptable behaviors early. Be prepared to withdraw if they are crossed. (*SOP 4 for Meeting Communication & Boundaries; SOP 6 for Consequential Pauses*)
6. **Embrace Failure, Create Value, and Focus on Improvement**
   1. Failures are stepping stones to success. If you are not failing, you are not pushing the envelope.
   2. You get what you want in life by giving enough people what they want
   3. Understand that progress requires diagnosis, and hit testing of the root causes with quality back and forth. This is paramount for progress in both personal, and professional areas and relationships.
   4. Try your best to learn and improve, at all times and in all situations.
   5. Understand that mistakes and failures are part of the learning process.
      1. Reflect on past experiences, learn from them, and move forward without dwelling excessively on past mistakes.
7. **Verify Information, Take Pre-emptive Action, and Address Problems Proactively** 
   1. Verify new info and its source (Is there a conflict of interest? Has the person successfully completed similar action 3 times? Is the source being logical ).
   2. Address problems proactively, distinguishing between systemic failures to be eradicated and learning opportunities to be managed.
   3. *SOP 7 for Alarm-Bell Verification*
8. **Upgrade Your Network, Maintain Connections, and Collaborate Strategically** 
   1. Being successful is a lot about the people you hang out with.
   2. Connections act as a support and fallback (lifeline) system
   3. Be open to wonderful opportunities and ideas that come from collaboration with other people
   4. *SOP 5 for Social Event Evaluation* (whether to attend)
9. **Assess Risks, Consequences, Worst-Case Scenarios, and Define Fears**
   1. Great risks and great rewards go hand in hand. Uncalculated risks can set you back for decades at a time.
   2. List out all possible worst-case scenarios and other consequences before taking an action. See if they are tolerable before proceeding. Live with the consequences.
   3. Never shy away from thinking about worst case scenarios. You thinking something does not make it a reality. Thinking about worst case scenarios make way for developing guardrails against them
   4. Face and define your fears (write them down in detail)
10. **Recognize Interconnectedness and the Impact of Decisions** 
    1. How you behave in one sphere of your life will usually get reflected in other spheres as well. Poor decisions in one area can lead to poor outcomes even in other unrelated areas.
11. **Research, Plan, and Execute with Precision**
    1. Good plan should look like a movie script. There should be actors, actions, time, location, etc. If your plan falls short, you need to break down the plan
    2. Don’t jump in arbitrarily without a plan
    3. Do the best from your side. Your actions should not primarily be reactions to other people’s actions
       1. Evaluate the person and/or situation at hand before deciding to invest time and/or best effort from your side
    4. *SOP 2 for Strategic Meeting Preparation*
12. **Revert to Principles When Feeling Lost**
13. **Trust and Analyze Your Intuition** 
    1. When something is nagging in the back of the mind, it is most likely super important. And just as likely to lead to ruination because of believing it. Analyze the intuition with:
       1. Triangulation involving believable smart people who disagree with you
       2. Objective analysis of the situation with all the given inputs
       3. Data-driven decision making with situational awareness
14. **Separate Emotion from High-Stakes Decisions and Mandate Reflective Pauses**
    1. Pause, reflect, and avoid impulsive decisions. Impulsive decisions have a tendency to leave lasting effects.
    2. Manage emotions and maintain a mission-focused mindset, and practice humility
    3. Don’t let your own emotions dictate actions that affect the overall mission
    4. Foster humility and self-awareness, curbing the ego to allow growth and understanding.
    5. For high-stakes decisions, pause to document the facts and emotions separately before acting.
    6. *SOP 6 for Consequential Pauses*
    7. *SOP 9.A for emotions management*
15. **Practice Active Listening, Engage with Diverse Perspectives, and Empathize**
    1. Pay attention to subtle cues, and avoid forming opinions before the other person has finished communicating.
       1. Follow up with questions to ensure understanding
    2. Seek out believable people who will challenge your perceptions.
       1. Observe, listen, and have the humility to understand believable others, rather than seeing it all through your own view only.
    3. Always try to empathize and understand others.
       1. Be mindful in order to not let your empathy for others overwhelm yourself.
    4. Absorb what others share without forcing it into your pre-existing worldview.
16. **Form Good Habits and Maintain Self-Discipline**
    1. Self-discipline is crucial for success and for navigating dangerous situations
17. **Power Through Pain and Maintain a Higher-Level Perspective**
    1. Slow down and focus on things you can control
    2. Pain occurs in phases. You just need to power through intense episodes, and they get over in no time
    3. Have a higher-level perspective and push yourself
18. **Be Cautious with Promises and Trust** 
    1. Don’t make premature promises.
    2. Don’t trust people blindly.
    3. *SOP 7 for Alarm-Bell Verification*
19. **Direct Your Information Consumption Towards Your Goals with Discipline** 
    1. Use DIDO (Diamond in Diamond out) to your advantage in achieving your goals.
    2. Avoid GIGO (Garbage in Garbage out).
    3. Set and enforce strict time limits for non-essential, passive, or entertainment-focused consumption (e.g., news, games, videos).
    4. Regularly audit your information inputs and eliminate sources that are wasteful, emotionally draining, or misaligned.
20. **Pay Attention to Hints, Prioritize Family, and Address Toxic Situations**
    1. Pay attention to hints from other people.
    2. Don’t let things go out of hand.
    3. Prioritize family above all else
    4. Do not tolerate problems or toxic situations
    5. Understand the snowball effect of tolerating problems: Be mindful that seemingly small issues, if overlooked today, may escalate into life-threatening situations in the future.
21. **Plan and Execute Your Downtime and Recovery Regularly** 
    1. Treat your downtimes just like your important goals and to-do’s, regularly.
    2. Schedule time for rest, disconnection, and activities that replenish energy without a productivity goal.
22. **Embrace Adaptability, Seek Mentors, and Learn from Mistakes** 
    1. Maximize your evolution. Remember, you either evolve or die. Death could take many forms including a stagnant unfulfilled life.
    2. Seek out mentors and role models. Only a fool learns from just his own mistakes.
23. **Commit Fully to Interventions and Be Prepared for Challenges**
    1. Intervene only for the right reasons and with full commitment
    2. Be prepared to fight the crocodile in water when intervening (i.e., be ready for the resistance and consequences).
24. **Be open to adapting goals in case of severe change in circumstances and reality.**
25. **Tackle Challenges Sequentially and Thoroughly**
    1. Solve one problem at a time. Otherwise, they multiply and become impossible to tackle.
    2. Ensure thorough completion of initiatives.
       1. An initiative is not considered complete until it reaches 100% completion.
26. **Seize Aligned Opportunities Swiftly and Decisively.**
    1. When an opportunity aligns with your long-term objectives, act quickly, as opportunities may not be available for long.
27. **Utilize Physical and Mental Exercise to Combat Fatigue and Expand Your Limits**
    1. When feeling mentally tired, engage in mentally exhausting tasks to build resilience.
    2. When feeling physically tired, go for a run to improve endurance and overall well-being.
    3. Embrace challenges to increase self-confidence and expand your capabilities.
28. **Uphold Professional Integrity and Cultivate Reputation**
    1. Understand the value of your professional and personal reputation. Build and protect it through integrity, quality work, and respect.
    2. Uphold professional confidentiality by refraining from discussing office politics or sensitive matters externally to prevent misunderstandings and protect trust.
29. **Value Knowledge and Understanding Over Material Gains**
    1. Prioritize gaining a deeper understanding of the world and how it works over the pursuit of material wealth.
30. **Adopt a Solutions-Oriented Mindset with Meticulous Planning and Elegance**
    1. Move forward with a "Let's find solutions" mentality
    2. When addressing an issue, formulate solutions that are not only effective but also elegantly designed, balancing efficiency with aesthetics and simplicity.
    3. Seek to understand the nuances of the problem and apply a solution that is tailored to its unique context and requirements.
31. **Refine Your Questioning Approach**
    1. Limit the quantity and improve the quality of your inquiries for more effective communication and understanding.
32. **Prioritize Financial Management**
    1. Emphasize sound monetary stewardship to ensure personal and professional stability and success.
33. **Foster Clear Communication and Responsibility**
    1. Clearly assign responsibilities to eliminate any confusion about expectations and ensure individuals view their task completion and goal achievement as personal commitments.
    2. Remember who has what responsibilities to ensure the team functions effectively.
    3. Watch out for "Job Slip" to prevent confusion over role responsibilities.
    4. Take 15 minutes each day to write a summary of your progress and plan for the next steps.
    5. Avoid making assumptions about the correctness of people's answers. Probe deeply to confirm.
    6. Pay attention to verbal cues when others are communicating with you.
    7. Encourage transparency in all interactions and make your investigative efforts known rather than private.
    8. Pull at all threads of suspicion or doubt to ensure nothing critical is overlooked.
    9. Hold yourself and your team accountable, and appreciate it when they do the same.
    10. Ensure agreed-upon tasks are completed as decided, unless there's a mutual agreement to change the plan.
34. **Build a Culture of Ownership and Growth**
    1. Encourage an ownership mentality where everyone takes responsibility for their actions and results.
    2. Force yourself and your team to tackle challenging tasks to facilitate growth and improvement.
    3. Don't treat everyone the same; instead, tailor your interactions based on individuals' unique strengths, needs, and circumstances.
    4. Don't let yourself get squeezed. Encourage fairness and balance in work distribution.
    5. Care about your team members and show genuine interest in their wellbeing.
    6. Avoid giving orders for the sake of being followed; strive to achieve mutual understanding through syncing efforts.
35. **Enhance Situational Awareness and Decision-Making**
    1. Probe deeply to understand what you can expect from your "machine" (team/organization/system).
    2. Strive to achieve a threshold level of understanding in all matters to prevent misinformation or deception.
    3. Maintain proximity to your team to better understand their strengths, weaknesses, and work dynamics.
    4. Probe beneath the surface of reports to you to identify potential problems before they occur.
    5. Encourage the team to escalate their problems to you freely, fostering open and honest communication.
36. **Focus on the Process**
    1. Emphasize attaching yourself to the process, not just the outcome. Trust the process and always put forth your best effort.
37. **Prioritize Effective and Strategic Communication**
    1. Communication must be **strategic**: aligned with goals and audience.
    2. Communication must be **precise**: clear, concise, and unambiguous.
    3. Communication must be **minimal**: avoid unnecessary detail and tangents.
    4. Communication must be **necessary**: it should have a clear purpose.
    5. Over-communication can be as problematic as under-communication, but when a conversation is crucial, **never hold back** from speaking, even if it is difficult.
38. **Nurture Personal Relationships**
    1. Regardless of where you are or how busy your schedule may be, always make time to connect with your family.
39. Precisely Address Problems by Identifying What, Who, and When.
    1. **What**: Determine the root cause of a problem or pattern of problems to focus on actionable solutions.
    2. **Who**: Identify the responsible party for the root cause, ensuring clarity in responsibility.
    3. **When**: Pinpoint the most appropriate time to raise the issue with the responsible party, considering urgency, relevance, and context.
    4. Steer clear of vague generalizations (especially when discussing problems to ensure clarity, precision, and accountability).
40. **Create and Refine Your Structured Framework (Your "Machine" built from your principles)**
    1. Build your machine. Visualize alternate machines and outcomes. Choose the best one.
    2. Systemize your principles and use them to build your machine that takes you towards your goals. Constantly refine the machine based on feedback from knowledgeable others, and from reports and metrics.
    3. Integrate great decision-making processes into your overall machine. Note the criteria you use while making decisions, and make them integral part of the machine.
    4. Put yourself in the position of pain for a while so you gain a richer understanding of what you are designing for. Do this literally, or vicariously ( by reading reports, job descriptions, etc.)
41. **Before making a significant financial transaction, analyze the necessity as well as merits/demerits with knowledgeable others.**
42. **Prioritize Long-Term Alignment Over Short-Term Resolution.**
    1. Evaluate whether investing time in a dispute or opportunity advances your core objectives.
    2. If not, have the discipline to step aside or defer action.
43. **Leverage Neutral Structures.**
    1. In conflicts or complex agreements, do not rely solely on goodwill. Use objective frameworks—mediators, legal counsel, written contracts—to create clarity, ensure fairness, and protect interests.
44. **Break Strategic Impasses with Direct, Personal Action.**
    1. When progress is stuck in abstraction or bureaucracy, consider a direct, hands-on intervention.
    2. Personal presence, direct inquiry, and taking immediate, tangible responsibility can reset dynamics and create momentum [Example: Personally visiting an office where work is stuck.]
45. **Conduct Regular Reviews with Integration and Celebration.**
    1. Maintain a journal of "principle-forming moments" (pain/discomfort + reflection).
    2. Integrate weekly reviews: celebrate small wins, diagnose systemic gaps, and adjust plans.
    3. This practice sustains the entire system.
    4. Acknowledge one specific point of gratitude for the week.

### ****STANDARD OPERATING PROCEDURES (SOPs)****

**SOP 1: For Daily Targets & Review**

* **Purpose:** To execute Principle 1.4 & support Principle 45.
* **Steps:**
  1. Each morning, set 1-2 prioritized daily targets, alongside other deprioritized targets.
  2. Each evening, compare results.
  3. Celebrate completion (e.g., check mark, mental acknowledgment).
  4. Diagnose gaps: Was the target unrealistic? Was focus lost?
  5. Adjust next day's plan accordingly.

**SOP 2: For Strategic Meeting Preparation**

* **Purpose:** To execute Principle 11 with maximum effectiveness.
* **Steps (Before Meeting):**
  1. Write down the core interests (needs vs. wants) of each side.
  2. Draft talking points for different conversation directions.
  3. Rank issues by importance and cost of stalemate.
  4. Prepare concrete proposals that meet others' key interests within your red lines.
  5. Set red lines for unacceptable conversation topics.
* **Steps (After Meeting):**  
  6. Perform a brief after-action review: What went well? Poorly? What to do better next time?

**SOP 3: For Building Trust & Discretion (Calibrated Transparency)**

* **Purpose:** To operationalize Principle 4.
* **Steps:**
  1. **Layer 1 (100% Trust):** Radical transparency with proven inner circle.
  2. **Layer 2 (Growing Trust):** Share broadly but withhold sensitive, unrelated personal data.
  3. **Layer 3 (New/Professional):** Share only goal-relevant information. Observe reactions to gauge character.
  4. **General Rule:** Share information openly as counterpart's demonstrated trustworthiness increases. Limit disclosure proactively to protect interests until then.

**SOP 4: For Meeting Communication & Boundaries**

* **Purpose:** To enforce Principle 5.2 in communication settings.
* **Steps:**
  1. Pre-define "off-limits" topics for specific relationships (e.g., no berating, no personal attacks).
  2. At the start of a difficult conversation, or at the first sign of entering a red-line area, state calmly: "I want to keep this productive. Let's avoid [X topic/behavior]."
  3. If the line is crossed, issue one clear warning: "I've said that's off-limits. If it continues, I will need to end this conversation."
  4. If crossed again, follow through: "I'm ending the conversation now. We can resume when we can stay focused on [goal]."

**SOP 5: For Social Event Evaluation**

* **Purpose:** To execute Principle 8 strategically.
* **Steps (Before Accepting an Invitation):**
  1. Evaluate motivation: Obligation, genuine desire, or strategic opportunity?
  2. For events with few known contacts: Weigh potential for new, valuable connections against discomfort.
  3. Reflect on alignment with long-term goals (networking, personal growth).
  4. Decide: Does the potential value outweigh the cost (time, energy)?

**SOP 6: For Consequential Pauses**

* **Purpose:** To execute Principle 14.3.
* **Trigger:** Any decision/action that feels high-stakes or could have lasting repercussions.
* **Steps:**
  1. **Pause:** Mandatory 24-48 hour delay.
  2. **Document:** Write down the proposed decision, the facts, and your emotions driving it.
  3. **Review:** After the pause, review the document with a clear mind.
  4. **Triangulate:** Share with 1-2 trusted, believable people who will challenge you.
  5. **Decide:** Proceed only after this process.

**SOP 7: For Alarm-Bell Verification (Structured Protocol)**

* **Purpose:** To execute Principle 7 & Principle 18 when a request triggers suspicion.
* **Trigger:** A request involving money, sensitive info, or that intuitively feels "off."
* **Steps:**
  1. **Pause Immediately.**
  2. **Identify Core Need:** Separate the requester's stated solution from their underlying need.
  3. **Generate Alternatives:** Brainstorm other ways to meet that need.
  4. **Verify Source:** Consult 2 independent, trusted references with no stake in the outcome.
  5. **Tiered Confirmation:**
     + High Risk/Money: Require written confirmation from a known, trusted party.
     + Low Risk: Verbal confirmation with a disinterested third party.
  6. **Time-Box:** Complete within 24 hours. If not, default to "No."
  7. **After-Action Review:** Once resolved, note lessons for the principle journal.

**SOP 8: For Information Consumption Audit**

* **Purpose:** To execute Principle 19.
* **Steps (Weekly/Monthly):**
  1. Review time spent on: News, Games, Streaming (Cdramas/etc.), Social Media, Music.
  2. Assess each category: Did it align with goals (knowledge, controlled relaxation)? Was it time-bound?
  3. Set/enforce rules:
     + News/Game/Streaming: Max 1 hour/day total, not per category. Use timers.
     + Music: Allowed as background only during low-focus tasks.
     + Eliminate categories that are pure time-wasters (e.g., Cdramas).
  4. Uninstall or block sources that consistently break these rules.

**SOP 9: For State & Energy Management**

* **Purpose:** To execute **Principle 3** (Self-Care) and **Principle 14** (Separate Emotion) by proactively managing your mental, emotional, and physical state to ensure optimal performance and resilience.
* **Three Modes:** Use the mode appropriate to the situation.

**A. Mode: Proactive Preparation (Before a Known Challenge)**

* **Trigger:** 5-15 minutes before a difficult conversation, high-stakes meeting, important deadline, or any event you anticipate will be draining or require peak focus.
* **Protocol:**
  1. **Isolate:** Go to a quiet space.
  2. **Meditate:** Conduct a focused, 5-10 minute meditation. Goal is not to empty the mind, but to:
     + Acknowledge and release anticipatory anxiety.
     + Reaffirm your intent (e.g., "I will listen first," "I will stay calm," "I will focus on solutions").
     + Visualize handling the situation with composure.
  3. **Enter:** Walk to the event calmly.

**B. Mode: Scheduled Maintenance (Between Tasks to Sustain Energy)**

* **Trigger:** After completing a major task (90+ minutes of focused work) or every 2-3 hours during intensive work periods.
* **Protocol:**
  1. **Disengage:** Physically step away from your workstation.
  2. **Choose One:**
     + **Refuel:** Eat a healthy snack or meal *mindfully* (no screens).
     + **Reboot:** Take a 15-20 minute timed nap (if context allows).
     + **Replenish:** Drink a full glass of water and look at something distant (out a window).
  3. **Return:** Resume work after the break. This is non-negotiable maintenance, not procrastination.

**C. Mode: Reactive Reset (For Immediate Energy/Focus Shift)**

* **Trigger:** Feeling mentally foggy, emotionally stirred, or physically sluggish during a task; or when needing to quickly transition contexts.
* **Protocol:**
  1. **Pause & Diagnose:** "I am feeling [scattered/agitated/sluggish]. I need to be [focused/calm/energized]."
  2. **Execute a 2-3 Minute Physical Reset:**
     + **For Energy:** Do 10-20 jumping jacks, run up a flight of stairs.
     + **For Calm:** Practice 4-7-8 breathing (inhale 4, hold 7, exhale 8) for 5 cycles.
     + **For Focus:** Splash cold water on your face, or step outside for 60 seconds of fresh air.
  3. **Re-engage:** Return to the task with the new intent.

**Traits of Ideal Me**

Private, Modest, Humble, Adaptable walking pace, Accurate and straightforward communication, Unpretentious, High stamina, High endurance, Highly patient, Forgiving, Slow to anger, Easily satisfied, Non-vindictive, Protective of loved ones, Task-oriented, Non-judgmental, Amiable, Reliable, Non-derogatory, Engaged and full-bodied communication, Restrained anger expression, Non-hostile, Temper-controlled, Grateful, Non-snobbish, Taciturn, Respectful in gestures, Expressive hand movements, Patient listener, Perpetually cheerful, Alert, Prudent, Magnanimous, Non-aggressive, Pleasant-tempered, Lenient, Polite, Quiet, Decent, Controlled laughter, Cheerful, Broad smiling, Resilient in worry, Analytical, Solution-oriented, Action-focused, Ignorer of small worries, Present-focused, Free from jealousy and hatred, Self-assured, Self-discovering, Constructive critic, Friendly, Generous in praises, Genuinely interested in others, Great memory for names, Listener, Conversationalist, Admirer of others' strengths, Avoider of debate, Respectful of others' views, Genuine acceptor of mistakes, Approachable, Encourager of agreement, Letting others lead in conversation, Manipulation-savvy, Empathetic, Praiser before criticizer, Self-critical, Suggestion-offerer, Image-conscious, Praise-giving, Encourager of enthusiasm, Respecting others' methods, Ethical, Helper/Enabler, Family-oriented, Compassionate/Caring, Focused, Accountable, Self-Caring, Boundaries Setter, Failure-embracing, Pre-emptive, Networker/Collaborator, Selective Trust, Interconnected thinker, Planner, Intuition Trust and Analysis, Emotion Manager, Risk Assessor, Active Listener, Self-disciplined, Resilient, Careful Promiser and Trust, Goal-directed InformationConsumer, Relationship Manager, Reflective, Downtime Planner, Adaptable Learner, Prepared Intervenor, Adaptable Goal Setter, Sequential Problem Solver, Opportunity Seizer, Physical and Mental Exerciser, Upholder of Professional Integrity, Knowledge and Understanding Valuer.