

Week1

1. **L1: Outbound Training**
 - Emphasizes the power of **group dynamics** over individual efforts.
 - **Immerse** yourself in the experience.
 - **Plan** effectively, identify available resources, and be mindful of time constraints.
 - Identify the **weakest link** within the group and provide support.
2. **L2: Preliminaries**
 - **Uniformity** is essential for effective teamwork.
3. **L3: Outbound Training (Continued)**
 - **Fully dressed**: Maintain a professional demeanor, including a **smile**.
 - A confident smile can prevent anger.
 - Balance **enthusiasm** without being overly excited.
 - Prioritize **safety** and maintain a **mental-body balance**.
4. **L4: A-Frame March**
 - **Teamwork** is crucial for maintaining balance while moving toward a common goal.
5. **L5: Participant Feedback**
 - **Gather opinions** from all team members.
 - Encourage **cooperation**, strategizing, learning, and active participation.
 - Discuss the role of a leader within the team.
6. **L6: Caterpillar Walk**
 - Details not provided, but likely involves coordinated movement as a team.
7. **L7: Briefing by the Faculty**
 - Understand the task and individual roles.
 - Efficiently manage available resources.
 - **Vision**: The leader must share a clear vision.
 - **Planning** and maintaining focus are critical.
 - Be open to **course corrections**.
8. **L8: Introduction to Teamwork**
 - In the face of danger, work together as a team without panicking.
 - **Diversity** in the workplace contributes to effective teamwork.
9. **L9: What Is Teamwork?**
 - **Shared leadership** is possible.
 - Strive for **order, harmony, and balance** within the team.
 - Complementary skills enhance team performance.
10. **L10: 10 C's of Teamwork**
 1. **Clarity**:
 - Establish a clear **vision**, purpose, mission, and **core values**.
 - Define well-structured roles and responsibilities.
 - Ensure **alignment** among team members toward shared goals.
 2. **Commitment**:
 - Transform expectations into **written agreements**.
 - Specify clear outcomes, **timelines**, and deliverables.
 - Personal **commitment** drives success.
 3. **Communication**:
 - Foster **transparent, open, and honest** communication.

- Share ideas, experiences, and best practices.
- Implement streamlined processes for **feedback**, escalation, appraisal, and follow-ups.
- 4. Competence:**
 - Embrace diversity; **complementary skills** enhance the team.
 - Leverage individual strengths for **collective success**.
- 5. Collaboration:**
 - Consider **diverse viewpoints**.
 - Ensure equal access to opportunities and resources.
- 6. Coordination:**
 - Employ convergent thinking.
 - Integrate execution plans.
 - Assist and **support peers**.
- 7. Connection:**
 - Cultivate self-worth, self-trust, and **mutual trust**.
 - Foster informal get-togethers to strengthen bonds.
- 8. Conflict Resolution:**
 - Establish rules and guidelines for handling conflicts.
 - Address **escalations** promptly.
 - Implement preventive and **proactive** strategies.
- 9. Change Management:**
 - Address organizational and individual changes.
 - Prioritize training and development.
 - Manage **resistance to change** effectively.
- 10. Continuous Improvement:**
 - Create comprehensive feedback loops.
 - **Learn, improvise, iterate, and grow**.
 - Regularly assess and upgrade processes.

Remember, effective teamwork involves not only individual contributions but also the ability to collaborate harmoniously toward shared objectives.

Week2

- Types of communication
 - Inner Vs Outer
 - Personal Vs Social + Professional
 - Verbal Vs Non-verbal
 - Written Vs Oral
 - Internal Vs External (within teams)
 - Vertical Vs Horizontal
 - Formal Vs Informal
- Thought-Word-Deed. Manasa-Vacha-Karmana.
- Binds people together.
- **ABC: Accuracy-Brevity-Clarity**
- Needs constant practice.
- **Listening.**
- **Barriers** to communication:

- **Psychological** barriers include Inner chatter (only 10% of inner chatter is productive), preconceived notions, cognitive bias, lack of interest, emotional state.
- **Language** barriers due to complex languages, different languages and technical/domain jargon.
- **Cultural** barriers include direct/indirect interaction, nonverbal cues, talking around the point, avoid saying no, clear/ambiguous.
- **Organization** barriers due to hierarchy and associated fear in speaking up.
- Another take on barriers to communication: Mental attitude and emotions (fear, anxiety, anger), Selective perception, Information Overload, Inappropriate medium, Non-verbal barriers, Poor listening.
- 10 C's of communication.
 - **Clarity**: Avoid wordy sentences, **ambiguity**. Use simple common words.
 - **Concise**: Avoid long sentences, redundant, **irrelevant** information.
 - **Concrete**: Avoid **vague**, abstract information. Give supporting data.
 - **Correct**: Avoid messages with grammatical, spelling errors. Misrepresented data.
 - **Complete**: Avoid **incomplete** messages. Frame message that could avoid common questions.
 - **Consistent**: Avoid **inconsistency** between data and facts.
 - **Confidence**: Be yourself and express freely, **firmly**.
 - **Creativity**: Use **humour**, wit, stories, quotes. Create a compelling message.
 - **Courteous**: Be Humble, **sincere**, enthusiastic, respectful, **honest**, appreciative and tactful.
 - **Considerate**: **Empathetic**, solicit feedback
- Getting someone's attention is the best luxury in the world.
- Don't interrupt while listening.
- Listen to voice, tone and body language.
- Passive and active learning
- **Listen to the future** – listen to what the speaker desires, help him/her build hope and dreams.
- Filters to listening – **bias**, boredom, differences in opinion/values.
- Being an authentic speaker is very tough.
 - Practice is important, not overly so because it can start to look artificial.
 - Gestures and words are typically not in **sync** during insincere speeches.

Week3

- Why Communicate?
 - Share your input
 - Get credit for your work
 - Raise issues
 - Provide feedback
- Modes of communication has to be chosen carefully. Using social network for official communication not a good idea.
- You are **being judged** continuously in a work environment by your seniors or peers.
- Tone of communication must be **polite**
- Communication needs to be **efficient** and **structured**, and not overly lengthy and unordered.

- Not everyone needs to be communicated to. Know who to communicate to. Else, it could leave a bad impression about you.
- Official communication must be **formal**. Don't discuss personal things.
- Refrain from sending fiery messages.
- Set **clear expectations** and deadlines.
- While communicating with the customer, be the **service** you would like to see.
- Your organization is impacted by your communication

Week4

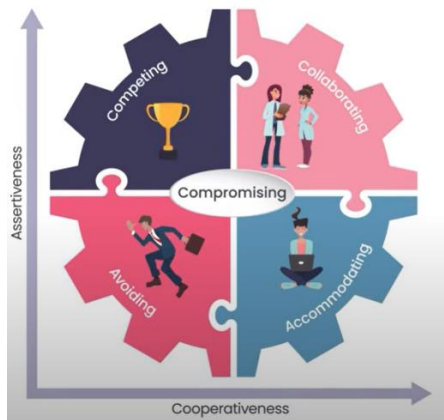
- **Self-leadership.**
 - Uphold your **core values** always.
 - **Honesty**, Adaptability, Responsibility.
 - No Corruption, No bribing.
 - True leaders create more leaders by way of **inspiring**, not followers
 - **Delegate** and don't interfere.
- **Spheres of responsibility.** Know what you can influence, and what you can't.
 - Focus on managing your health and time **over things that you can't change/influence.**
 - **Proactiveness.**
- **Power of choice**
 - Use your choice to explore possibilities
 - Choice to **seek support** and help
 - Be **assertive**. Saying NO is okay.
- **Self-responsibility.**
 - Assess the pros and cons of going either way.
 - **Don't blame** someone, if things don't work out well.
 - Be **calm**.
- **Play to your strengths**
 - Put in your 100%
 - Know **your weaknesses** and be aware of their upsides.
 - Cultivate **new skill** and abilities; upgrade existing ones
- **Invest in yourself.**
 - Accept and appreciate yourself.
 - Be **self-compassionate**, and **kind**.
 - **Respect** and honour **yourself**.
 - **Trust** and believe in **yourself**.
- **Growth mindset**
 - Move up from fixed mindset
 - **Overcome adversity**
 - Convert obstacles into opportunities
 - Nurture **positive** mindset
- **Manage your time and energy**
 - Use a to-do list.
 - **Prioritize** your work.
 - Make it easy to get started and get done
 - Love your work.

- Beware of **energy and time drainers** and **recharge regularly** to improve balance, focus, productivity and performance.
- **Focus on one thing**
 - Write down goals/aspirations
 - **Joy** – the one thing in life.
- **Effective communication**
 - Power of words, **body language**
 - Power of **silence** and pauses.
 - Power of **solitude**.
- **Emotional intelligence**
 - Self-awareness; take help from mentors.
 - Self-regulation
 - Motivation
 - Empathy
 - Social skills
- **Embrace change**
 - Expect change; people change; process change.
 - Prepare and **Monitor** change
 - **Adapt** to change.
 - Embrace change.
- **Manage conflict**
 - Core values. Learn to say NO.
 - Filter **unrealistic** expectations.
 - Get rid of preconceived notions and cognitive **bias**. Be open.
- **Delegate effectively.**
 - Choose team players.
 - Mutual trust, **respect**, reliability and commitment are key
 - Clearly define roles and responsibilities.
 - **Empower** team members.
 - Ensure **psychological safety** within your team
- **Be a collaborative leader**
 - Be **open, transparent, honest, non-judgmental**
 - Provide **equal opportunity** to all
 - **Listen**. Understand. Act
 - Leverage collaborative **tools** and establish streamlined **process**.

Week5

- **6R Framework**: Recognize (your emotions), Respect, Rationalize, Release, Response-able, Resilient.
- EI: Self-awareness, self-regulation, motivation, empathy, social skills
- Accept **conflict** occurs in everyone's lives. Conflicts happens all the time, and it's futile to avoid it. Don't run away from it, but **learn to manage** it.
- There are many examples in history wherein the emotions could've swept over people lives, but they've managed to maneuver through it and great things followed.
- Habit of keeping **daily journal** is a good way to **declutter** one's mind and manage conflicts.
- Identify your **core values** and keep them during times of challenges or conflicts.

- Spheres of responsibility. Know what you can **influence**, and what you can't.
- Be clear on **expectations** from yourself and others.
- Conflict management
 - Thomas Kilmann (TKI) Conflict Mode Instrument – **Cooperativeness Vs Assertiveness**.
 - Avoiding (Less Cooperative, Less Assertive)
 - Competing (Less Cooperative, Highly Assertive)
 - Accommodating (Highly Cooperative, Less Assertive)
 - Collaborating (Highly Cooperative, Highly Assertive)
 - Compromising (Equally Cooperative and Assertive)



- **Brainstorming** is one of the conflict resolution mechanisms used in corporations.
- Outcome of conflict resolution could be 1) One party wins and the other loses 2) Both parties win.
- Asking yourself "**So-what**" is a good strategy to follow when you're facing conflicting situations. A good solution could evolve out of the process of you answering the 'so-what' question.
- **Informal time** among the team members helps in establishing a good relationship.
- If the team can foster a **listening** capability among their team members, a lot of misunderstandings can be solved within the team.
- Allow the team members to solve mgmt. issues.
- During challenging times, look at what is working. **Focus on your strengths**.
- Let go of the past, and focus on the present.
- Identify the **incentives** of your team members and focus on that.
- All in the mind. Let go of the biases, self-doubts and misleading beliefs.
- How to foster **Psychological safety**: friendliness, promote diversity, be inclusive in your decisions, don't be obsessed with the idea of a perfect team.

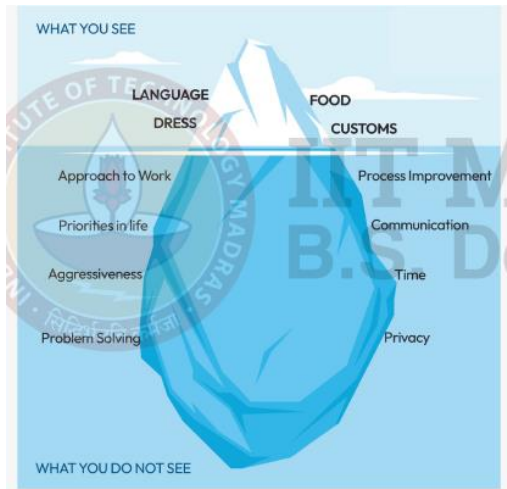
Week5 GA (A Star Employee, but a terrible Manager)

- Strengths of Lopez
 - Self-motivated
 - Confident
 - Ability to connect with client.
- Areas of improvement for Lopez

- Social skills
- Self-awareness
- Self-regulation (Highly emotional)
- Over-confident
- Lack of trust
- Over-powering
- Not giving credit to work of her team-mates
- Taking decisions on behalf of team-mates
- Lack of respect for others.
- Very dismissive
- Unable to take responsibility
- Lying
- Stressed out
- Defensive
- Not open to feedback
- Psychological Safety
 - Speak up their ideas
 - Admitting mistakes
 - Positive criticism (critiquing)
 - Feel safe
- Lack of psychological safety
 - Passive participation
 - Avoid initiation
 - Lack of trust
 - Blaming
 - Not transparent
 - Feeling undervalued
 - Reluctance to exploring alternative solutions or experiment.
 - Low morale, productivity, commitment

Week6

- Culture is a set of **shared beliefs, values, norms and practices that characterizes** an institution, organization or group.
- Subconsciously guides and controls certain norms of behaviour.
- People are born into culture, who gradually **internalize** through socialization.
- Stop being judgmental about culture. No necessity to agree, but accept all cultures.
- Iceberg Principle:



- Cultures think differently about the same thing.
- Generalizing through observations made with a limited set of people is called **stereotyping**.
- Belief that one's cultural values, beliefs and norms are better than those of another culture is called **ethnocentrism**.
- Being very narrow in scope or outlook and not being open to new perspectives is called **parochialism**.
- All individuals in a culture don't necessarily subscribe to the same beliefs, but in general.
- Variables of culture:
 - National variables: Economic system, Legal system, Political system, Technological, Educational system.
 - Cultural variables: Value, Norms, Beliefs
 - Group variables: Work, Time, Materialism, Individualism, Change
 - Individual/group behaviour: Motivation, Commitment, Productivity, Ethics
- Stages of dealing with cultural differences: Elation -> Transition (Frustration, confusion) -> Understanding -> Integration.
- Styles of culture
 - **Collective Vs Individual**
 - **Relationship Vs task-oriented**
 - **Time is Scarce Vs Time is plentiful**
 - **Equal Vs Unequal**
- Certainty or Ambiguity
- Strategies for cultural creativity



- Personal Grooming
 - Dressing up
 - Mannerisms – Start with a greeting, Eye-contact,
 - Smile is comforting
 - Empathy
 - Situational
 - Time, Dress, Place should be right.
 - Fairness, Caring and Pleasing.
 - Sincerity
 - Structure
 - Sense of humour
 - Continuous learning.

Week7

- Health, Relationships, Wealth.
- Time, Money, Energy, Resources.
- Inflation = Too much money chasing too few goods.
- Horizontal exposure, Vertical expertise.
- 9 points of savings
 - Save before you spend
 - Park emergency fund
 - Buy Term insurance policy
 - Buy Health insurance policy
 - Diversify assets
 - Retirement investments
 - SIP in MFs
 - Tax savings
 - Nominations, Write will
- **SMART** – Specific, Measurable, Attainable, Relatable, Time-bound.
- Sources of Incomes
 - Income from Salaries
 - Income from Business/Profession
 - Income from House property
 - Income from Capital Gains
 - Income from Other sources
- Tax planning is ethical, tax evasion is unethical.
- $\text{Simple ROI} = (\text{Net Profit} / \text{Cost of Investment}) * 100$
- $\text{Annualized Simple ROI} = (\text{Simple ROI}) / \# \text{years}$

What is Return on Investment? CAGR?

Mr. Vijay bought an 15 YEAR old 2BHK apartment in Chennai for Rs. 1 Crore in December 2017 and the same flat was sold in December 2022 for Rs. 150 Lakhs. Rs. 2 Lakhs was paid as brokerage. Tax impact excluded.

What is the return on investment, % returns, CAGR?

Return on Investment – 48 Lakhs

% Returns – 48% (Annual 9.6%)

How to compute CAGR?

1.44% (9.6% less 8.16%) Reduction in % Returns – That is 15% of 9.6% - Difference between Simple Interest and Compound Interest.

SIMPLE INTEREST :

Present	End of 1 st year	End of 2 nd year	End of 3 rd year	End of 4 th year
P = 1000	P = 1100	P = 1200	P = 1300	P = 1400

COMPOUND INTEREST :

Present	End of 1 st year	End of 2 nd year	End of 3 rd year	End of 4 th year
P = 1000	P = 1100	P = 1210	P = 1331	P = 1464

TVM Calculator

Present Value: 100

Payment: 0

Future Value: 148

Annual Rate: 8.15

Period: 5

Compounded: Annually

Mode: FV

Decimal Digit: 2

- CAGR is the average annual growth rate of an investment over a period of time

$$CAGR = \left(\frac{\text{Ending Value}}{\text{Beginning Value}} \right)^{\frac{1}{n}} - 1$$

where n is the number of years of investment.

In the above example, $CAGR = (148/100)^{(1/5)} - 1 = 0.08156$. When multiplied by 100, we get 8.16%. 8.16% is called *nominal return*.

- Absolute return = (Ending value/Beginning value) – 1

In the above example, absolute return is computed as

$(148/100) - 1 = 0.48$. When multiplied by 100, we get 48%.

- Tax adjusted rate = Nominal rate * (1 – Tax rate)

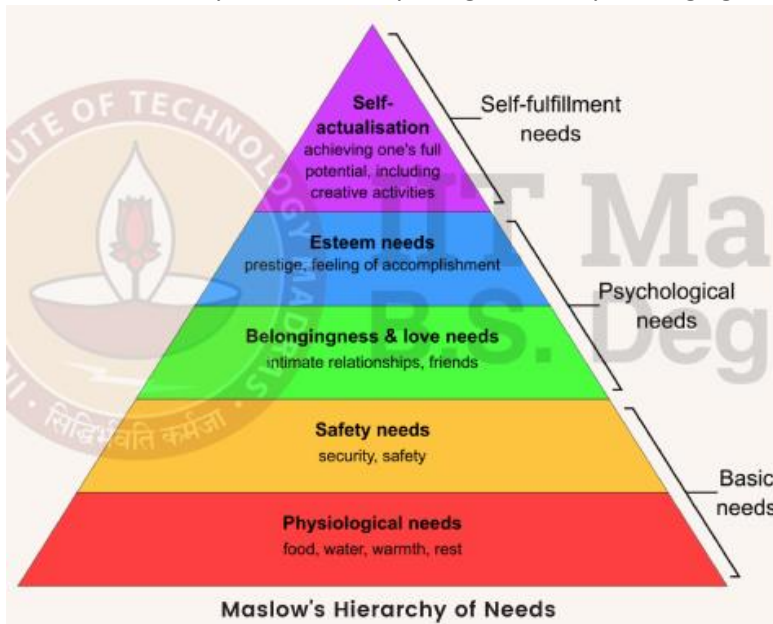
- Real rate of return (after inflation adjustment) = $(1 + \text{Nominal rate}) / (1 + \text{Inflation rate}) - 1$

- When you invest, nominal rate of return might be quarterly, semi-annually or annually. However, the effective rate of return will be larger, since you will be able to re-deploy the return obtained quarterly, or semi-annually.
- ROA – Return on Assets
- ROE – Return on Equity
- ROCE – Return on Capital Employed
- RACI – Responsible, Accountable, Consulted, Informed.
- Net worth = Total Assets – Total Liabilities. Net worth should grow year on year.
- Cash flow refers to the inflow and outflow of cash and cash equivalents in a business.'
- Cash Inflow – Cash Outflow = Current Year Savings.
- A liability is an obligation to pay a debt or fulfill a financial obligation.
- Delayed gratification refers to the ability to resist the temptation of immediate rewards in order to achieve a larger, delayed reward.
- Opportunity cost accounts for alternative uses of resources such as time and money.
- Capital gains are profits earned by an investor from the sale of an asset, such as stocks or real estate.
- EBITDA stands for earnings before interest, taxes, depreciation, and amortization.
- Consumer Price Index (CPI) measures inflation.

- Type of inflation when there is too much money chasing too few goods is called demand-pull inflation.
- Diversification is a strategy of spreading your money around with lots of different types of investments.
- Income statement is drawn between two given dates (between April 1st and March 31st of next year). Balance sheet is drawn on a specific date.
- Future value of today's investment is called "time value of money ".

Week8

- Everyone is creative.
- Most difficult thing is to believe that one is creative.
- Bringing into existence something that did not exist before, irrespective of whether it already existed or not.
- Maslow's hierarchy of needs – Physiological, Safety, Belongingness, Esteem, Self-actualization.



- Journey of creativity starts with a problem at hand, and gets a closure with a solution.
- Process of creativity: Define problem->Collect information->Redefine problem-> Generate new ideas-> Design the solution->Evaluate the solution->Prototype->Refine->Solution
- Imagination is more important than knowledge. Knowledge Is limited. Imagination encircles the world – Albert Einstein.
- Curiosity – Joyous exploration, Deprivation Sensitivity, Openness to People's ideas, Stress tolerance.
- Find intersections between domains to create solutions.
- Attitudes for creativity: Willing to be creative, to fail, to be wrong, to see other perspectives, to iterate, to fall in love with problems.

Week9

- Growth mindset is not about physical growth, but of growth of persona, society etc. It's not about the #years of your life, but how much life you have given to the #years.

- Having to keep **self-image hurts** long-time goals.
- Fixed mindset: Avoid challenges, **Afraid of failure**, Give up early, See efforts as fruitless, Ignore useful feedback, **Low self-confidence**, Feel threatened by success of others.
- Growth mindset: Embrace challenges, Take risks and experiment, Persist in the face of setbacks, Sees effort as path to mastery, Learn from criticism, Feeling self-confident, Find lessons a inspiration in the success of others.
- Four-zones model



- Don't do so many things. You risk one failure infiltrating into another and yet another, and so on.
- Handling rejections
 - Some rejections are inevitable. If you don't get rejected even once, you're probably not even trying
 - Don't aim at working alone, you could enter into partnerships and **share the responsibilities**.
 - **Persist** on failures and rejections, and keep retrying. Where there is a will, there is a way.
 - In case of a rejection or failure, find the reason for it and try to overcome in your next trial.
- Acknowledge the chatter, don't fit for or against your limitation.
- Take in what you want, and release what don't.
- Align with who you're and wish to become.
- **Focus on the process**, not on the result.
- **Leverage opportunities** from challenges.
- Create a positive/abundance mindset.
 - Be open and **curious**.
 - Don't take anything for granted. Practice **gratitude**.
 - Be **resourceful** – maximize and optimize resources.
 - **Give back** generously. Create value and make a difference.
- 4R framework
 - **Recharge** your mind and body, when faced with challenges or failures.
 - **Re-source** your potential
 - **Reframe** your strategy
 - **Refocus** to take inspired action.

Week10

- System is an **interconnected** set of **elements** that is coherently **organized** in a way that **achieves something**.
- Multiple systems could come together and create a larger system. Each of the elementary systems are elements in the larger system. Changes in one element could affect the other.
- If you remove an element from a *System*, it becomes just a *Heap*.
- Systems thinking can be used to examine problems, understand nature of situations, diagnose issues, explore options, or broaden perspectives.
- Whole \neq Sum of parts.
- Everything is connected. No problem or solution exists in a silo.
- Systems thinking habits:
 - **Big Picture Thinking:** This involves understanding the broader **context** in which a problem exists. It's about seeing how individual components within a system **interrelate** and work together to create complex behaviors and outcomes. This perspective can help identify **root causes** of problems and devise more effective solutions.
 - **Understanding Consequences of Actions:** This involves considering the **ripple effects** that actions can have throughout a system. It's important to understand that actions can have both **immediate and delayed impacts**, and these impacts can vary in **magnitude**.
 - **Mental Models:** These are deeply ingrained **assumptions** or generalizations that influence how we understand the world and take action. Being aware of our mental models is crucial because they shape our reasoning and **behavior**. They can be **limiting** if they're based on outdated or incorrect assumptions, but they can also be **empowering** if they're based on accurate, comprehensive understanding of the system.
 - **System Structure Generates its Behavior:** This principle emphasizes that the behavior of a system is an emergent property of its structure. The structure of a system is made up of its elements, interconnections, and function or purpose. **Understanding the structure of a system can help predict its behavior.**
 - **Consider the Issue Fully:** This involves taking a comprehensive approach to problem-solving. It means gathering as much **information** as possible, considering multiple **perspectives**, and taking the time to **reflect** before making decisions.
 - **Identify Possible Leverage Actions:** Leverage points are places within a complex system where a **small shift** in one thing can produce **big changes** in everything. Identifying these points can lead to effective solutions.
 - **Make Meaningful Connections:** This involves recognizing relationships and patterns within a system. It's about understanding how changes in one part of the system can affect other parts.
 - **Identify Cause and Effect:** This involves understanding the causal relationships within a system. It's important to recognize that cause and effect can be complex in systems, with multiple interacting causes and effects, feedback loops, and delays.
 - **Observe How Elements Change Over Time:** This involves tracking changes in the system over time, identifying trends and patterns, and adapting strategies accordingly. It's about being responsive and adaptive, rather than rigid and static.

Week11

- You don't need to study and earn a degree in engineering to be an engineer
- Engineering habits:
 - **Planning:** This involves arranging tasks and optimally using resources to make processes more effective and efficient. It's about foreseeing the steps needed to achieve a goal.
 - **Approximating and Estimating:** This habit involves making educated guesses or approximations to understand a situation or solve a problem. It's about using available information to make reasonable assumptions.
 - **Technical Auditing:** This involves understanding the cause and effect relationships in systems. It's about identifying what's conserved in a system and checking for that conservation.
 - **Divide and Conquer:** This involves breaking down a large system or problem into smaller, manageable parts. It's about understanding the individual components of a system and how they interact.
 - **Big Picture Thinking:** This habit involves understanding the overall system or situation. It's about stepping back to see the whole system, rather than focusing solely on the details.
 - **Abstraction:** This involves understanding the underlying principles or concepts behind a specific instance. It's about moving from specific examples to general principles.
 - **Understanding Dimensions, Units, and Numbers:** This habit involves understanding and using appropriate measurements and units. It's about quantifying phenomena and using those quantities to solve problems.
 - **Jugular Experiments:** This involves conducting simple, rough experiments to understand the feasibility of a concept or idea. It's about testing ideas in a practical, hands-on way.
 - **Taxonomy:** This habit involves the classification and naming of things based on their characteristics, functions, or forms. Engineers extensively use taxonomy to understand and communicate about systems and their components.
 - **Associative Understanding of Features:** This habit involves applying solutions from one problem or situation to a similar one. It's about recognizing common features between different problems and using that knowledge to devise solutions.
 - **Change of Perspective:** This habit involves understanding that the perspective of a problem can change over time and that solutions may need to be adapted or rethought as a result. It's about being flexible and open to new ways of thinking.
 - **Seeking to Improve:** This habit involves constantly asking the question, "How can I make it better?" It's about never being satisfied with the current state of things and always looking for ways to improve.
 - **Relating Cause to Effect:** This habit involves understanding the relationship between cause and effect in a system. It's about understanding how changes in one part of a system can affect the whole.

Week12

- Stress is a deviation from the natural state of a system.
- Both internal and external factors can cause stress.
- A certain amount of stress is good as it challenges us to stretch beyond our comfort zone.
- Too much stress over long periods of time can affect us psychologically and physiologically.

- Strategies to manage stress are classified under three topics: managing energy, managing time, and building rituals.
- Practices to manage energy include following the **Circadian rhythm**, maintaining a healthy **sleep** cycle, regular **exercise**, deep breathing, maintaining good **nutrition**, reflection and **journaling**, **meditation**, and practicing **gratitude** and kindness.
- To manage time, one can use the 6 P's:
 - **Picture**: This involves setting your goals and understanding your core values. Having a clear picture of what you want to achieve helps guide your actions.
 - **Prepare**: This involves creating a task list. Having a list of tasks declutters your mind and brings clarity and focus to what needs to be done.
 - **Prioritize**: This involves determining the importance and urgency of your tasks. Tools like the Eisenhower or Covey Matrix or Pareto's principle can be used to help with prioritization.
 - **Plan**: This involves scheduling your tasks into your calendar. Planning your day helps you maximize your productivity during your most productive times.
 - **Perform**: This involves executing the tasks. Once you've planned your tasks, the next step is to do them.
 - **Pause**: This involves taking breaks. It's important to plan for breaks to avoid burnout and maintain productivity over longer periods.
- Rituals are processes or practices performed consciously and mindfully with awareness and deliberate intent.
- Rituals can be created for any everyday practice.
- Rituals act as a huge distressing process and are a huge energy booster.
- Investing 30 to 45 minutes after waking up and before going to bed in rituals can show tremendous results over a period of time.
- Understanding Leadership
 - Leadership involves responsibility for both people and tasks.
 - Knowing your team both professionally and personally is crucial for effective leadership.
 - Deploying the right person for the right job is key to attaining the objectives of any organization.
 - Leadership is **90% character** and 10% other attributes.
- Aiming Higher
 - **Success is** not a destination, it's a **journey** and it's continuous.
 - As you rise higher in your career path, the bar keeps rising.
 - Aim to understand the problems facing those at a higher level than you.
 - **Focusing** on the 20% of **vital tasks** that produce 80% of the outcomes can lead to greater productivity.
- Honesty
 - **Honesty** is still the **best policy**.
 - Being honest to yourself and the world around you is crucial.
 - Honesty keeps your head light and allows you to sleep well.
 - Being honest helps you cut through the noise and distractions, keeping your focus on the objective, vision, and mission of the company.
- Reading Between the Lines
 - Develop the ability to understand the position you are in presently in relation to the world around you.
 - Learn to **read between the lines** and understand what lies underneath every spoken word.

- This will help you get the right vibe in a group or in any setting and is very important for progressing in the right path.
- Responsibility
 - The current generation has the responsibility to carry forward the momentum of progress of the nation.
 - The aim is to place the country in a higher, better refined orbit and enable the achievement of greater glory.

Some jargon

interpersonal relationships - team dynamics

Productivity - efficacy

friction - (lack of) trust

cognitive abilities - innovation

interdependence - team climate

Plan work - make decisions

solve problems - monitor progress

ownership - accountability

vision - big picture

goals - performance

culture - (core) values

Personality traits - introversion, extroversion

(lack of) respect - dismissive

(over)confident - (not)relaxed

(not)give credit - (not)honest

defensive - (not)open to feedback

give ideas - experiment

admit mistakes - critique

blame - (low)morale

close-knit - cohesive

exchange of ideas - shared goals

trust - (not)transparent

volatility - uncertainty

complexity - ambiguity

delegating - (shared)leadership

body language - Emotional intelligence

aggression - defensive

authoritarian - democratic

transformational - initiative

feel (under)valued - harmony

foster - balance

(active-passive) listening - opinions

alignment - balance

candor - honesty

Psychological safety: friendliness, diversity, inclusive, (accept)imperfect

Teamwork: clarity, commitment, competence, cooperative, (open)communication, collaboration, connection, conflict resolution, change management, cont. improvement

Psych. safety Vs Performance: apathy, learning, comfort, anxiety

Cooperative Vs Assertiveness: avoiding, collaborating, accommodating, competing.

My culture Vs Their culture: avoidance, synergy, accommodating, dominant.