**🧠 Git Workflow Cheat Sheet – For Daily Use**

**🕘 Every Morning — Start of Work (on any PC)**

✅ **Always pull first to avoid conflicts**

bash

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git pull origin main

📌 **Why?**  
This fetches any changes you made on the other machine (like laptop or office PC) and syncs them here.  
**Always run this before editing files.**

**🛠️ While Working — Make Changes to Files**

Make your edits to Excel, text, Python, or any project files as needed.

**➕ Stage Changes**

bash

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git add filename

Example:

bash

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git add data\_summary.xlsx

Or to stage **all changed files**:

bash

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git add .

📌 **Why?**  
git add tells Git: *“I want to track and save these changes in my next commit.”*

**📝 Commit the Changes**

bash

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git commit -m "Meaningful message about what changed"

Example:

bash

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git commit -m "Update dashboard charts with latest weekly data"

📌 **Why?**  
This creates a **save point** with a message — like a version snapshot.

**⬆️ Push Your Work to GitHub**

bash

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git push origin main

📌 **Why?**  
This uploads your work to GitHub — making it available from both office and laptop instantly.

**🕔 At End of Workday — Final Sync**

Before leaving the machine:

1. Run:

bash

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git add .

git commit -m "End of day update from office/laptop"

git push origin main

✅ This ensures your latest work is safely on GitHub — ready to be pulled later from the other device.

**🔁 Summary Table**

| **Situation** | **Command(s)** | **Explanation** |
| --- | --- | --- |
| Start work (pull latest changes) | git pull origin main | Prevent conflicts |
| Add a specific file | git add filename.ext | Track one file |
| Add all changes | git add . | Track everything |
| Save changes (commit) | git commit -m "message" | Snapshot with a note |
| Upload to GitHub | git push origin main | Sync to cloud |
| End of day sync | git add . && git commit -m "EOD" && git push | One-line wrap-up |

**📎 Tips:**

* 💬 Use clear commit messages like:  
  "Fix layout bug in report" or "Add March data to tracker"
* 🧪 Always pull first — especially if switching between office/laptop often.
* 🔁 You can sync **multiple times a day** (e.g., after lunch, before leaving).