**December Goals**

* Office
  1. Write IGARSS paper and submit – 20/12
  2. Save useful resources on GitHub – everyday 1 hr

Management

* 1. Dispose thrash and return assets – everyday 30 mins
  2. Make moving-out checklist for others – 22/12

Resignation

* 1. Get ‘certificate of experience’ from HR – before 25/12
  2. Submit ID, health insurance card and a certificate of leaving on the last day – 27/12
* Personal
  + Moving-out
  1. Notify mickey and pay remaining -4/12
  2. Cancel Mobile service – 5/12
  3. Sell fridge, microwave and chair – start from 7/12
  4. Packing – 28/12
  5. Settle all splitwise bills – 28/12
  6. Organize papers and books – start from 6/12
  7. Check internet banking using Suraj phone – 4/12

Other

* 1. Complete critical thinking book – 31/12
  2. Buy gifts
  3. Make video from home to office – 21/12
  4. Enjoy new year eve
  5. Write letters for friends -7/12
  6. Gift for Hoshino san
* Social
  1. Meet People (Vinay, Sneha, Suzana, Murthy, Jinit)
  2. Farewell parties- office, MKH, CSRE
  3. Year-end party