**Projects:**

1. Shout

2. No tension and hostility **, act like a big bear**

3. Be intentional

4. Talk with less about you, and more groupwork, show passion

5. Cleanliness

**7. Clear communication channel**

**8. Good receiving channel ( listening)**

6. Honesty , be logical , make sure you make sense

7. Act like a big bear

**Showing Care for Others :**

1. open the door

2.  Listen to names of movie actors

3.  Remember things about one another

4.  Be considerate of other’s logistics

5.  Call just to say hi

6.  Eye contact when talking

7. Thank you notes

8.  Follow-up emails

9.  Don’t assume and instead spell things out

10.  Say “thank you“ for things done for you

11.  Don’t announce things that are your own to everyone in a large group.

12. Intros:  When someone asks who you are, don’t overwhelm them and intro yourself too much.

**Appearance**

1. Shoes should be shined , be sure no wear and tear.

2. Wear matching socks - ensure no holes . Make sure socks match outfit.

3. Pants should be ironed, ensure no holes at bottom, pull pant up.

4. Wear de-odorant  , cologne optional

5.  Brush teeth,  put mouthwash.

6.  Shave.  Make sure to get all spots.  Ensure not bleeding at end. Cut properly at sideburns

7. Shirt:

- Shirt should not have stains on it,

- Shirt should be ironed,

- Make sure buttons are worn without skipping

- ensure no holes in shirt

- make sure that you can’t see undershirt through shirt (wear bunyan if needed)

- tuck shirt in and make sure that “sunday not longer than monday”

-  make sure collar is properly put on and not inverted.

- make sure shirt is not inside out.

8. Concealer

9. Lotion to avoid ashiess

10. Remove bandaids if not necessary

11. Hair Gel

12. Wear Belt

13.  Chapstick for dried lips

14. Nails cut

15.  Get haircut if hair is long,  ensure bald spot doesn’t show

16.  put contact lenses on for better vision.

**Yoga :**

1. Take watch, towel, cloth shirt, no boxers, sweatpants, water bottle with filled water

2.  Leave 15 mins before from home

3.  Put shoes and keys in cubby

4.  Don’t put on boxers

5. Make sure clothes are clean.

6. Mat should not be slippery

7.  At the end of yoga, put mat in trunk, and put watch in bag of trunk, put towel in trunk

8.  When back home from yoga, put shorts, shirt, underwear in laundry. Take quick shower.

**Eating Habits:**

1. Make sure to eat on the table, and sit up straight.

2. Don’t let hand touch the food.

3. Keep food organized in plate

4. Make sure sleeves don’t touch.

5. Eat with mouth closed.

**buffet**

**7. don't take large amounts**

**8. don't take everything**

**9. don't  waste**

**10. avoid mixing**

**11. use buffet serving spoon**

**In a large group:**

**At a dinner table:**

- talk to people on side

- sit next to those who you like

- get there early to find the right seating arrangement.

**Entering a club:**

**Phone call to new person:**

- speak clearly in the phone

- plan what you will say first, make sure to record yourself to hear how you sound.

- identify responses, and plan action.

- leave vmail short

In a car with someone:

On a 3 day:

1. Plan out the whole thing, and communicate to the other person a week in advance

2. Fix the travel 3 weeks in advance

3. Rent a simple car, if in a group

4. Reservations for dinner and tell dress code

5. don’t get stressed about small things

**Text messaging :**

- Don’t text too often.

- send short texts

- Respond within a few mins , know timeline,  know timings when not to text

- When to text: quick response with info, jokes, need to start a conversation

**Facebook:**

- post pictures promptly

- make sure not to accidently “like”

- avoid being on fb too often, turn off chat  when possible.

- know when to “like” someone.

- avoid actions based on some grand event

- avoid actions that are popular  reactions

**Situation notes :**

**Any Situation:**

1.  Enunciate

2.  Think before speaking

3.  Be concise

4.  Listen to others

5. Don’t show anger or stress

6.  a. Avoid bodily noises,  -- don’t sneeze

    b.  Avoid bodily smells  -- don’t fart

    c.  Avoid Bodily motions - don’t wave hands erratically.

7. Make sure you keep yourself clean at all times (eating the biggest) .

8.  Be humorous

9.   Smile, and keep yourself looking unstressed. -- keep your nose open and your mouth open.

General Situations notes:

1. Air travel:

  a. Getting to airport:

  b. At airport :

  c. On airplane:

2.  Getting Taxi:

3. Driving friends:

4. Dinner with a girl:

5. Dinner with friend:

6. Dinner in a group at home:

7. Party / nightclub with friends :

8. Hanging out at apartment :

9. People coming over to your place :

10. at work party , gathering :

**Key Situations to note:**

1. going out on the weekend

2. meetings

3. Toastmasters

4. Group Lunches

5. Conferences/Workshops

6. Work Gatherings

7. Group meetings

8. Yoga

**Meds**

----------------------------------------------------------------

1. Make sure to get concerta each month

2. If you dont' take zolift, you'll start feeling anxious.

3.  Without fish oil, mood might lower.

4. Vitamins get nutrition you don't get elsewhere.

5. without probiotic, you will pass gas.

------------------------------------------------------------------

1. Zoloft

2. Ritalin or Concerta

3. Multivitamin 1

4. Multivitamin 2

4. Vitamin C

5. Fish oil

6. Probiotic

**Clothing Combo Notes:**

**General bad habits:**

1. don’t leave stuff lying around that you’ve used in other’s space. Avoid leaving q-tips  or

Orange Peels lying around the house.

2.  Don’t breath through ear.

3. avoid sniffing through nose when having a cold.

4. cover nose when sneezing.

5. avoid frowning which gives a stressed out look  --***smile when possible!***

6. Keep hands out of pockets, don’t fold hands

7. get rid of crumpled papers

8. clicking teeth

9. biting lips

10. back straight

11. don’t rub feet on floor when walking

12. Walk with coordination and balance

13.  don’t bump into people when walking.

14. Have your inner voice be like a man.

15. crack a joke every now and then

16. Don’t slouch in chair during meetings.

17.  Don’t lean on places in public when standing

**Posture/body language:**

1. Keep Shoulders relaxed

2. Walk with a brisk pace

3. back straight

4. keep pants high

5. Smile at people

6. hands should be relaxed

7. avoid oversmiling

8. relax your face

**Weights/gym/running:**

**Organization**:

1. *Laptop:*

- Clean desktop

- Clean screen

- Make sure keyboard doesn’t have stains between it, get rid of dust.

- get rid of old files on desktop

- get rid of emails

2. *iPhone:*

- Clean screen

- delete old voicemails

- update contacts

3. *Desk at work:*

- Get rid of papers lying around

- hairs on desk

- empty trash

- clean board

- spray desk

- make sure paper crumbs are off floor

4. *Room:*

- Make bed

- get clothes out of floor

- Clear desk

- Get rid of random meds,

- vacuum floor every now and then

- close window before leaving apartment

5. *Closet*

- clothes in laundry basket

- clean clothes folded

- know which clothes go on hanger, which should be folded

6. Bathroom:

- wipe floor

- get rid of hairs in bathtub

- clear countertop

- wash countertop after shaving

- clean toilet bowl

7. Kitchen:

- Dishes

- countertop clean

- keep stuff in fridge clean, throw out old stuff

8.  *Backpack:*

- papers should be in folders

- no food allowed in backpack!

- put notebooks in bag

- laptop in backpack

9. *Car:*

- get rid of extra papers in car

- organize glove compartment

- trunk should be clear

- get rid of crumbs on seat

**While Driving:**

1. Don’t pick up stuff flying around while driving

2. Watch traffic when merging

3. Ensure all stuff is adjusted

4. Gas should be full every week

5. Watch blind spots when giving turn signal

6. Don’t speed when you don’t need to.

7. Don’t drive somewhere when you don’t need to.

8.  Avoid driving at high traffic times

9. NO TEXTING WHILE DRIVING

10. Make sure all service is done properly.

11. Do oil change regularly

12. Don’t go in pedestrian lane

13.  Have contacts on.

14. check tire pressure

**On the job:**

Work Skills:

*tools*

- git

- cmake

- latex

- svn

- C, C++

- python

*research:*

- performance optimization

- profiling

- theoretical analysis

- data collection

*Compiling:*

OpenMP

MPI-shm

MPI

Presentation Skills :

- have structure

- think a good 40 seconds before you speak

-think about your ending before you start speaking.

Meeting Skills:

Email skills

-correct grammar

- respond within 3 hours

- Have main point, and action item.

- Think about it’s relevance in the big picture.

- Ask what you want from the receiver.

- Know what subject to write.

-  Spend little time with subject matter.

- don’t send extraneous/gratuitous emails.

**Diet**

1. eat light in morning,  heavier in afternoon, low amount in night

2. Make sure to take vitamins + zoloft in morning

3.  2000 calorie limit

4. Eat out only once a week.  No more than 10 dollars of food.

5. When going out, avoid fried foods.

6. avoid sugar, mints, candies in hallways

7. when there is free food, EAT IN MODERATION

8. At buffet’s eat two small helpings.

9.  Avoid rice, eat only bread

10. Eat wheat bread instead of white bread

11. Subway is not healthy!

12. When feeling hungry, drink water

13.  Eat Clif Bars

14. Get rid of ice-cream in fridge

15. Eat fruits and veggies!

16. No sweet cereals

17. Avoid carbs

18. Eat wheat thins in the middle of the day to battle hunger.

19. Sun Chips aren’t healthy, avoid eating them.

**Money Management**

**Scheduling/Time Management**

Weekly Schedule Notes:

Schedule Long-term