***Any situation:***

* belt, pants high,
* check wallets/key/cell , shave
* iron shirts
* deodorant
* no stains
* go to bathroom
* check concealer
* comb hair
* back straight
* think of points / objectives
* driving/transport

***Rel: Weekend Date:***

* Comm: inspire: focus on common ground, Make sure work doesn’t interfere with the date, Don’t check laptop while together, don’t talk about work, find a place to spend time together alone, don’t talk about weather or generic things.
* Mgmt: Time: Plan events in advance, no need to say things earlier (maybe say things earlier, to make it established)
* Mgmt: Time: Talk to parents about it / talk to friends about it 3 weeks before hand.
* Mgmt: Appearance: Know clothes to wear each day.
* Mgmt: Spaces: Make sure you have phone fully charged for each event, always check all.
* Comm org: make sure to send to correct recipients, be clear in texts during coord.
* Mgmt: Logistics: Tell plans to other person, make sure it works for them.
* Mgmt: appearance: Dinner etiquette at meals.
* Mgmt: know directions, know how to get to/from places
* Socks should be clean in all situations, not just in certain situations.
* Comm: watch out to not show buttcrack
* Comm: back straight, lips relaxed, smile

***Rel: Skype Date:***

* Comm org: Make sure media is fine, find good lighting, have an intro
* Comm: organization+intentional: have goals and outcomes, Figure out topics to talk about which connect
* Comm: Make a clean exit, knowing how to get out of conversation. Keep conversation to 30 mins.
* Comm: Mgmt: Ensure no one is around
* Comm: Mgmt: Get the timing clear (time zones, etc.)
* Weddings, dinner parties, bar meetups, house parties
* Don’t laugh too much at something, to give the wrong impression

***Meeting with a friend at a bar:***

* Comm: Have specific items to talk about and catch up on
* Comm: Know answers to direct questions
* Comm: Warn yourself to not be too intrusive

***Meeting person X at work:***

* make sure you don’t smell
* avoid farts, go to bathroom beforehand

***Meeting advisor***

* have clear points to communicate
* make preview before hand
* organize thoughts in a linear fashion

***Meeting with several friends:***

* Comm: don’t be too intrusive
* Comm: don’t be excessive
* Check shirt and make sure things are in order with quick changes
* Don’t get worked up when someone says something
* Don’t try to get attention in a group
* Eat with proper etiquette
* Pay attention to what’s going in a group setting, if questions, then ask

***Group Meeting:***

* Mgmt: send email beforehand to discuss what to do
* Make sure to discuss results, action items
* Comm: don’t discuss too much

***Lab Full-body /all-hands Group Meeting:***

***Party at a bar:***

* Know directions, figure out timing for how long it will take
* Find people to go with
* Get the right clothes to wear, make sure clothes are ironed
* get cash

***Party at friends place:***

* Mgmt: find directions to house, check that you can get in, if shared community
* Comm: Be quiet and don’t impose
* Do what others are doing
* Offer to help
* Don’t overstay your welcome

***Work social hours***

* take badge with you
* avoid over-eating
* talk to people about your work
* clean shirt
* go with clean jeans
* avoid looking like you need the food

***Wedding of a close friend:***

* Mgmt: know clothing
* Have a list of sub-situations
* Know the agenda without intruding on others
* Don’t try to get attention from others

***BMM Convention:***

* Check events beforehand
* Don’t try to get attention from others
* Clothing

***SC conference:***

* check events beforehand
* clothing

***Lab Presentation:***

* don’t make assumptions on what people know
* be ready to answer questions easily

***Coding:***

* Follow code complete coding principles
* Think about big picture
* Compilation procedures
* Google when errors occur, and when confused
* Take breaks

***Results Collection/Experimentation:***

* envisioning information
* talk about which research questions you are answering
* think about research question

***Paper writing:***

* Correctness in techniques, problem and results, Make sure about words making sense
* Structure is logical and flows without forward references
* CommInWork+Mgmt: commit changes and let people know
* Overall structure placement is good, submission-ready
* Consistency across sections
* Use the right vocabulary
* CommInWork: Writing style

Specific Scenarios:

***Coming back home from the car:***

* put keys, wallet, cell phone in the right place

***Email exchange for work:*** - Check email formatting

* Use good style – read how to write good emails

***Someone asks “how old are you?” or personal question In a group setting where friends getting attention and you’re not***

***If someone gets angry at you:***

***Meeting a girl who likes you:***

***What do you work on?***