Comm: (expanded version: put this in work-life cheat sheet later):

1. Level 0:
   1. Maintain happiness: replicate happy thoughts + Confidence.
   2. Be honest: work hard:
2. Level 1:
   1. Understand worry: emotional intelligence: What are emotions for+Science of emotions+Emotions and intellect are very disparate, self-awareness/real-time awareness, Anger+Anxiety, Delayed gratification + Positive thinking + Hope + Flow /learning and flow.
   2. Eliminate worry: exercise, what’s the worst,
3. Level 2: Structure thoughts and check for non-sequitors. <tt practice
4. Level 3: Be Intentional: unify with central point, define intent. <tt practice
5. Level 4:
   1. How to say it:
      1. check for grammar, picture errors,
      2. refine to check for spec. rules of form,
      3. concision.
      4. check for general rules.
   2. Body language
      1. Avoid shifty eyes. Have epoxy eyes. (but move every now and then).
      2. Back straight.
   3. Vocal variety:
      1. Articulate each point.
6. Level 5: persuasion: avoid I, focus on comm-you-nication.
   1. Make people like you: Give honest and sincere appreciation.
   2. Win people to your way of thinking: Don’t criticize, condemn, or complain.
   3. Arouse in the other person an eager want. (Change people without arousing resentment).
7. Level 6: empathy, wired to connect. Define what you are feeling, and relate to others.

Know Practice points:

* + - 1. Think positively about interaction: No getting overworked abt other’s remarks, stop beating yourself up, be humorous.
      2. Be Honest, ethical and true to yourself and others
      3. Act cozily
      4. Reliability/Consistency/Confidence/Shout
      5. Be logical, make sure you make sense / avoid random thoughts that come to mind
      6. Be intentional/ Think before you speak
      7. Make sure you send the message in a way that others will easily receive it
      8. Be happy with others: Avoid mis-interpreting others’ intentions / don’t criticize / don’t get mad when someone doesn’t understand you / avoid neg. thoughts
      9. Identify things in common
      10. Listen to and Read people (body language, facial expression)
      11. Situational awareness / Focus on one thing, and do that thing / Make eye contact / don’t be interested in random parties or randomness outside / emotional intelligence
      12. Give space, avoid being over-intrusive