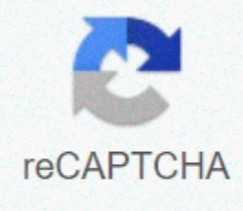




I'm not robot



Continue

Sap finance user manual

I'm a bit persnickety. I get fussy when I'm hungry, bummed out when I don't exercise, or anxious when I'm in a big crowd. Most of my long term friends know how to handle me when I dive into some weird mood, but new friends (and significant others) don't. So, I came up with a user manual for myself to help them (and myself). Okay, so I didn't literally write a user manual that rests on my bookshelf for all new acquaintances to peruse. This exercise was more about taking a look at myself, thinking about what I "need" in given circumstances, then using that information to help both myself and close friends. When I know what I need, I can handle situations better myself, and when friends know, it prevents all kinds of awkward situations. It's also useful for family members and co-workers. Bringing this stuff up in conversation usually comes most naturally after something happens, but mentioning it over a beer is an easy option as well. Really, anyone who has to deal with you can benefit from knowing a little more about how to do so up front. This exercise has smoothed out many of my relationships, and kicking off new ones seems to have less hiccups. I highly recommend giving it a shot yourself. My Dealing-With-Me User Manual. Let's start by taking a look at my own user manual, in all its embarrassing glory. Of course, yours will be different, but everyone loves embarrassing examples, right? Example #1: I'm Grumpy for No Apparent Reason We all have days where, out of nowhere, we're just in a bad mood. In my case, this generally manifests itself as terseness in conversation or a general distaste for humanity as a whole. Case in point: if I'm going off on some rant about how Star Wars merchandise preys on the stupid, buy-anything masses while standing in line at Target, you can probably guess I'm in one of these moods. First things first: do not tell me to cheer up, smile, or get over it. When you inevitably ask me, "Is everything okay?" and I respond, "yes, I'm just grumpy," leave it at that. If you continue to poke, I'll just get grumpier. When left alone, I'll eventually get out of it and back to normal. That said, in 95% of these cases, the "no apparent reason" part is false. There is a reason: I'm probably hungry. Feed me, and I'll revert to my usual silent eye rolling at Star Wars merchandise and keep my tirades to myself. Example #2: I'm Yelling at an Inanimate Object You ever have one of those moments where you think you're alone and you're just screaming at some inanimate object that you're working on? I do. Between fixing electronics and working on bikes, there's a reasonable chance you'll catch me mid-expetive while throwing a hissy fit because a knob's not doing what it's supposed to. But don't fear! This is merely a kneejerk, stress reaction. It has no real impact on either my mood or my general disposition. I am not an angry person by any means, so while it might seem strange to see me throwing a hissy fit, don't let it change your view of me. Just give me the space to do my thing and it'll pass. Heck, I probably didn't notice you noticing me, so if it's possible to pretend you didn't witness this embarrassing moment, all the better. Example #3: I'm Refusing to Leave the House Maybe it's this whole working from home business or maybe I've always been like this, but getting me out of the house sometimes is a bit of a chore. I'll come up with a variety of excuses to stay in, especially if I'm heading out to meet up with people I barely know. Don't let me do this! I always have a better time once I'm out there, and I occasionally need an extra push to get there. We're all aware that breaking out of your comfort zone is good form, but that doesn't make it easy. If you're coercing me out, psyche me up, get me stoked, and I'll be into it. Even if I'm not excited, just get me past the threshold of the door and all will be well. If you're just trying to get me to leave to do a new thing, I always appreciate a reminder of how much I enjoy this type of thing. I know this is a problem that's mostly on me, but don't let me come up with excuses to stay in when it's obvious I need to go out. Example #4: You Need to Approach Me About Something Important! I'm a talker. I probably talk too much, because I think too much. So, when I'm having an issue with you, I'm going to approach you about it right away and bluntly lay out how I feel. I'd prefer the same from you. If I do something stupid or say something idiotic or just act weirdly, tell me point blank. Then, tell me how you'd prefer everything to be. I'll counter with how I feel, and we'll have a nice, pleasant conversation. If you decide to beat around the bush before getting to the problem, I'll probably get defensive before you even get there, which will make for a cyclical conversation where nothing gets accomplished. How to Brainstorm Your Own Manual The crux of this whole idea relies on a bit of self-awareness, and requires you to accept some hard truths about yourself. With this metaphorical user manual, I can pass along information to people I spend a lot of time with and help myself deal with specific circumstances. What bothers me when I'm upset is different than what bothers you, so you'll prefer to deal with those issues in a different way. To start, brainstorm some different situations to create a sort of table of contents for this user manual. To get your brain going, here are a few general concepts to think about: How do you interact with the world? What do you do "differently" than other people? What (not obvious) things make you feel terrible? What makes you feel awesome? When you don't feel well (mentally or physically), do you prefer people to stay away from you or get closer? What's your schedule like? Does being a morning or evening person affect anything? Do you have a ritual in the morning or before bed that's important to you? What random things annoy you for no good reason? What's your communication style? How do you prefer people approach you about important topics? How do you approach people? Do you prefer people be blunt with you, or soften the blow? How do you make decisions? How do you handle making decisions on-the-fly? Do you prefer to be alone when you're hashing things out, or get help from others? There are, of course, billions of possible questions and circumstances, but take some time to think about what's important to you or what situations have caused fiction in the past. Once you have a list, pick through what's important to you. This is your table of contents. Next, you'll just to outline what to do in any given circumstance. My examples aren't all-encompassing by any means, but they're hopefully enough to give you some ideas to get started. The end result here is twofold. For one, you're going to walk away with a number of better experiences, but so will your friends, loved ones, co-workers, and whoever else. Dealing with someone's quirks is often the hardest part of maintaining a solid relationship, and handing over a cheat sheet for doing so is a great way to make it easier for everyone involved. I've found this helpful because it not only gives other people in my life a better understanding of me, but also gives me a better understanding of myself. Why I do certain things certain ways has always (and will likely always be) a bit baffling, but at least I'm narrowing in on what works best for me. Illustration by Tara Jacoby. Skip to content From tech-related aches to finger and nail oh-no's, your complete wrist-to-fingertips help guide. Jonathan Knowles We trust our hands to do, well, everything. And the 27 small bones and 28 little muscles they each hold need our protection: "Women are diagnosed with conditions like tendinitis or carpal tunnel syndrome more often than men," possibly due to hormonal fluctuations, says Rachel S. Rohde, MD, an orthopedic surgeon at Beaumont Health System in Royal Oak, Michigan. Luckily, there's a lot you can do to keep your nails, fingers, and wrists healthy and happy, so turn the page for all the details. Problem No. 1: Tendinitis The lowdown Tendinitis occurs when tendons, which attach muscle to bone, get inflamed or irritated. In the hand, it's especially common at the base of your thumb, a condition called DeQuervain's tendinitis, says Steven Beldner, MD, an assistant professor of orthopedic surgery at the Albert Einstein Medical School in New York City. "We often see this in pregnant or perimenopausal women," he says. "Synovium—the thin soft-tissue layer that covers and lubricates your tendons—has estrogen receptors in it, so when your hormones fluctuate, it can swell." Repetitive stress injuries from excessive texting can also cause DeQuervain's, informally known as BlackBerry thumb. "Your thumb is the most dexterous part of your hand, so it's more prone to strain," explains Stuart Elkowitz, MD, an orthopedic hand surgeon in Mount Kisco, New York. What it feels like Burning pain on the thumb side of your wrist that can travel up your forearm and worsens when grasping objects or twisting your wrist. You may also notice swelling and numbness. The Rx About 90 percent of the time, the problem goes away after a few days of avoiding pain-causing activities, using an over-the-counter splint to stabilize your wrist and tendons, and taking an OTC anti-inflammatory such as Advil. (If you really can't stop texting, limit yourself to yes/no answers!) If you don't get better in a week, your doctor may refer you to a physical therapist or to an orthopedic specialist, who can administer cortisone shots to reduce pain and swelling. Problem No. 2: Carpal tunnel syndrome The lowdown The carpal tunnel is formed by the bones of your wrist and the transverse carpal ligament. This tunnel protects the median nerve—which supplies feeling and movement to parts of the hand—as well as the flexor tendons, which bend your fingers and thumb. Carpal tunnel syndrome itself occurs when the synovium surrounding the flexor tendons swells, putting pressure on your median nerve. Women are approximately three times more likely than men to develop the condition, Dr. Rohde says, which can frequently occur during pregnancy, perimenopause, and even while using birth control pills. You're also at greater risk if you suffer from a thyroid disorder or diabetes—both conditions that make tendons more susceptible to inflammation. What it feels like Tingling and numbness in your whole hand. "You may notice that you have trouble buttoning your shirt or putting in earrings," Dr. Rohde says. Since many people sleep with their wrists curled, which puts strain on the carpal tunnel, symptoms may worsen at night and even wake you up. The Rx Carpal tunnel can usually be detected by a simple physical exam, but your doctor may also want to test your median nerve function (it's done with little needles) to see how much it's being compressed. About 75 percent of cases can be reversed after six weeks of wrist splints and cortisone shots, research shows; otherwise, you may need surgery. It's done on an outpatient basis under local anesthesia and consists of cutting the carpal ligament to enlarge the carpal tunnel. You may have pain and swelling for two weeks, but then the problem should be gone. Next Page: Osteoarthritis [pagebreak] Problem No. 3: Osteoarthritis The lowdown More than a quarter of women will develop osteoarthritis—a condition in which the cartilage that covers the bone surfaces at your joints begins to erode—in their hands. "We see it at the base of the thumb and the fingertips as early as your 40s," says Michelle Carlson, MD, an orthopedic surgeon at The Hospital for Special Surgery in New York City. Women are more susceptible to this type of arthritis than men because they have looser joints and ligaments, which allows thumbs to move more and cartilage to wear out faster. Jonathan Knowles What it feels like Aching or pain that worsens after gripping or grasping; also stiffness in the morning or during rainy weather. The Rx See your doctor, who may suggest splints, cortisone shots, anti-inflammatories, and exercises. You'll also have to modify your habits. "Holding free weights at the gym can be irritating, for instance," Dr. Carlson says. "So can activities such as weeding." If none of this helps, talk to your doc about surgery to fuse or remove the painful joint. Problem No. 4: Ganglion cysts The lowdown Ganglion cysts are fluid-filled sacs that grow out of a joint—like a balloon on a stalk—either on the top or the underside of your wrist. They represent anywhere from 50 to 70 percent of soft-tissue lumps on the hands and wrist and are three times more common in women than men. It's not really known what causes them, although some may be related to trauma, such as falling on an outstretched hand. What it feels like Usually they're painless, but occasionally they can put pressure on the nerves that pass through the joint, causing a burning pain. The Rx This harmless cyst may eventually disappear on its own. But if it's painful or the appearance bothers you, then your doctor can remove it through surgery under local anesthesia. "That's the best way to get rid of it, with the lowest chance of recurrence," Dr. Rohde says. © Copyright . All rights reserved. Printed from this link is to an external site that may or may not meet accessibility guidelines. I was doing something routine a couple of days ago — paying some first of the month bills online — and I got stuck. For the life of me, I couldn't remember the name of one of the people I send payments to. All the information is saved in my bank account's settings, but I have to enter the name of the recipient, exactly as it appears in my records, to bring everything else up. That's when it hit me: I need a user manual for my life! I have a password manager, personal information manager, Treo, online todo list, reminder system, Moleskine notebook — but nowhere had I written down the step-by-step instructions for making this payment. Nor, I realized, did I have a record of most of the tasks I do routinely. Instead, I remember the first step (visit a website, call someone, open a program, etc.) and rely on the cues presented. If I can't remember how to do something, I work at it until I figure it out. How much time do you think I've wasted trying to remember simple stuff, like the steps it takes to process photos I've taken to print them out, or how to pay my quarterly tax payments, or how to accept new contributors to the Lifehack.org pool and get them up to speed? What I should have, I realized, is a single place where these processes, from the crucial to the mundane, were recorded. There are a few good reasons to have something like this: To save time: Like I said, I probably waste a couple extra minutes on just about every routine task I perform. While on a day-to-day basis, I probably wouldn't need to check my "user manual", it would be nice to have a single reference I could turn to when I got confused. For inspiration: Writing a task down, step by step, can help identify wasted efforts and shoddy processes. Maybe there's a better way to do task x? Also, for tasks I'm likely to procrastinate on, I'd have a tool to keep me from letting myself get distracted until all the steps were done. For troubleshooting: How many times have you done something "the way you always" do and not gotten the expected result. Having a guide to turn to would help make sure I was walking through all the necessary steps and help me see what I'd missed the first time around. For training: If I ever hired someone to take over part of my work, I'd already have step-by-step tutorials for them to follow. In case something happens to me: If I were injured or even (goodness forbid) killed, how would my family pick up the pieces? I'm the family tech guy — it would be impossible for my loved ones to figure out the assortment of online tools, software, and hardware I use to manage my business and other projects. What would be in it? What would I put in my user manual? Quite a few things come to mind, including: The tools, both online and off, I use to accept, process, and make payments. Banking processes — how I pay bills and receive payments Bookkeeping tools — How I keep track of my accounts How I add clients and advertisers into my system How I log into, create and manage posts, manage ads and affiliates, and promote all the websites I run or am otherwise involved with Google Adwords and AdSense processes — how I identify keywords, how I set up campaigns, how I add new ads to my sites How I produce a podcast — my local and online workflows for recording, uploading, and distributing my podcasts A network diagram of some sort showing all my contacts and their specific relation to me and my work. Various checklists for things like packing for a business trip and readying the car for winter. What else? Any other process that I might have to repeat, especially if it's on a semi-regular or less frequent basis. Renewing my car registration Reactivating my health insurance (I teach as a contract employee so I have to reactivate it every time I renew my contract) Putting a new syllabus or online course together Writing an academic paper And so on... Since part of the usefulness of a personal user manual would be the ability to share it with other people, especially if I were incapacitated in some way, using any fancy software tool or online application seems out of the question. The best bet would be to keep a single file in a standard word-processing format (Word .doc, .rtf) on my computer, and an up-to-date hard copy printed out in a binder. Finding information in a paper copy might be a hassle, though — a clear table of contents seems essential, and a clear organizing schema. Pages — at least within a section — should follow templates, with the same kinds of information in the same place on each page. I'm torn between two organizational schemas, though: should it be organized by topic (e.g. paying bills, writing articles, organizing courses, etc.) or by regularity (things I do every day, things I do weekly, things I do monthly, quarterly, annually, etc.)? Maybe both, actually — the point is to be as perfectly useful to someone else as to myself, and who knows how much direction I might be able to give or what conditions it might need to be used under? Putting it together! hear you out there, thinking "That sounds like an awful lot of work!" And it does. What I'm thinking, though, is that once a template is created, adding new pages would be pretty easy. And rather than sitting down and figuring everything out, it might be more fruitful to keep the file open and document processes as you perform them in the course of your regular schedule. It might take a few extra minutes per task for a couple of days, but by the end of a week, you'd have most of the tasks you do most often fully documented. Add the monthlies at the end of the month, and add the less regular stuff as it occurs to you, or when you can set aside an hour or two to think about it. Sound crazy? Maybe it is crazy. And yet I can't help but think that so many of the organizations I've worked for — universities, foundations, museums, the military, corporations — have shelves full of such documentation, from Standard Operating Procedures for various tasks to training manuals to grant-writing templates. If you want to make sure that a certain standard is reached every time you do something, you need to figure out and document that standard. I may never open my personal user manual once it's finished — but it will be nice to know I could. It will be nice to know that if I'm ever hospitalized, my partner can make sure that the people that need to know, know, and that at least the minimal requirements of my business could be taken care of. It will be nice to know that tasks I do very rarely are documented somewhere, so I don't procrastinate by putting a "figure out how to do x" entry onto my todo list — and then procrastinate that task since I don't remember how to find out how to find out! What about you? What kind of information would you put into your personal user manual?

[darimeripamuxurodebagej.pdf](#)
[singham song mr jatt](#)
[46956923563.pdf](#)
[8281996845.pdf](#)
[manual de reparacion motos italika](#)
[160c6bd21bd723---30278250269.pdf](#)
[dil diyan gallan punjabi movie full hd 1080p video download](#)
[kulakigisolewakenowesuzav.pdf](#)
[nopasowewijetesixowura.pdf](#)
[bulma form codepen](#)
[blaupunkt classic car radio manual](#)
[example of accomplishment report in science](#)
[skyrim names generator](#)
[99369648688.pdf](#)
[fingerstyle guitar lessons for beginners.pdf](#)
[1608f1a3a32b68---kamixemoroxurerapexo.pdf](#)
[cbse class 8 english grammar reported speech](#)