

Steps	Description	
Project description	Work with your immediate supervisor to write a project description. Preferably in a structure of Topic, Motivation, Approach, Expected Outcome.	It helps the team to be on the same page about the project.
Reading material	Request absolute essential reading materials from the immediate supervisor	It helps prepare you the background of the research.
Lab notebook	Find a system that works for you to keep regular notes of your work. There are various ways to do, find the one that works for you.	It helps to keep track of the progress and even the steps that did not work. It all help place the outcome in context and to write results and discussion.
Literature notes	Everytime you read something on the topic/method write a summary in your own words preferably in your lab notebook.	This will make the introduction of the written document (paper/thesis) at the end of the tenure.
Weeklies	Setup a time with your immediate supervisor for regular meetings, preferably weekly.	Helps meet the milestones. Make the most of the time such that you can make progress in your project.
Meeting notes	Have a system to keep track of the discussions during weeklies. Preferably should be integrated with your lab notebook and shared with the immediate supervisor.	Helps you and your supervisor to keep track of the discussions and be on the same page about next steps.
Milestones	Step up milestones with your immediate supervisor. Have regular checks during your weeklies to see how well on track things are.	Serves two purposes (1) breaks down the project into smaller goals (2) helps you keep track of your remaining time.
Writing	Write as you go. If you are writing your thesis - do not wait once the analysis is	Helps you put your work in context simulataneosly.

	finished. New analysis needs arrive when you start writing the results.		
Progress reports	Schedule frequent progress reports to present your work to the group.	It serves two purposes (1) helps you put together the results to tell a story so far (2) provide you timely feedback from the whole group.	
Git and box updates	If you are not committing your code everyday/week at least keep it aligned with your progress reports. Progress reports, git commits, results update in box if done at the same time can help you in the long run to keep track of it all.		
Feedback	At least once a month, reflect on how things have been going. Identify 1 thing that needs to be changed and talk to your immediate supervisor about it.		
Explore and Question	Use critical thinking. Question the evidence. Explore alternate explanations. Do whatever you want to do and know why you are doing what you are doing. Challenge your supervisor if their thoughts are not clear or fuzzy to you. Propose your own idea if you have an alternative solution to the problem at hand. Develop your own thoughts on the topic, read literature, discuss with your supervisor and others.		
You have a team	Talk to others in the team. Discuss your ideas, seek their opinions and thoughts. Expand the discussions beyond you and your supervisor.		