

## Know When to Shut Up

In these situations, it's best to zip your lip, says Teller, the silent partner in magic/comedy duo Penn & Teller.

### YOU'VE WRAPPED UP AN ARGUMENT

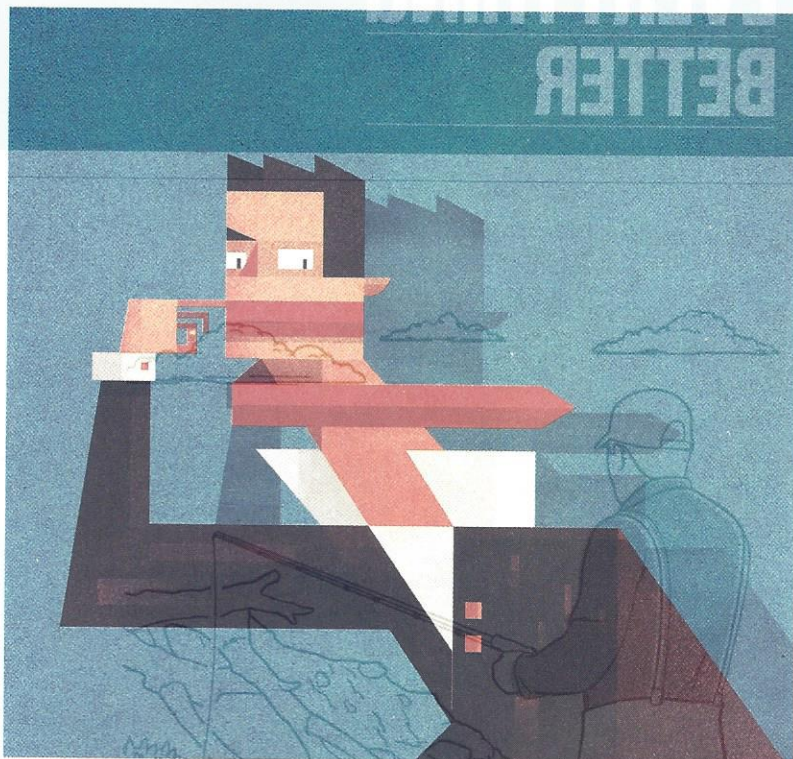
**Move on!** Don't yield to the temptation to overapologize or ask for an apology. That always turns into "I was wrong, but I'd never have done that if you hadn't..." Just keep quiet and return to normalcy.

### YOU'RE TEMPTED TO FIGHT VIA E-MAIL

**Don't.** You'll find yourself chained to the computer, trying in vain to come up with an argument an attorney would write. Incidentally, never argue with attorneys by e-mail. Arguing is their profession.

### TEMPERS FLARE IN A MEETING YOU LEAD

**Take a tea break.** First, you lead by example, staying polite and hospitable. Second, it suggests that you have better things to do. Third, tea—especially mint tea—has a way of bringing everybody back to sanity!



## CRUSH A KICKBALL

Bill Castillejo, winner of nine World Adult Kickball Association championships, can help your team prevail at the picnic.

1

### Rack Up Runs

Bunting early on helps secure players on first and second. Bases loaded? Kick into right field to bring home players on second and third.

2

### Stand Strong

Shoot for right field by aligning your body with the first-base line. Stand a foot behind the batter's box, knees slightly bent in preparation.

3

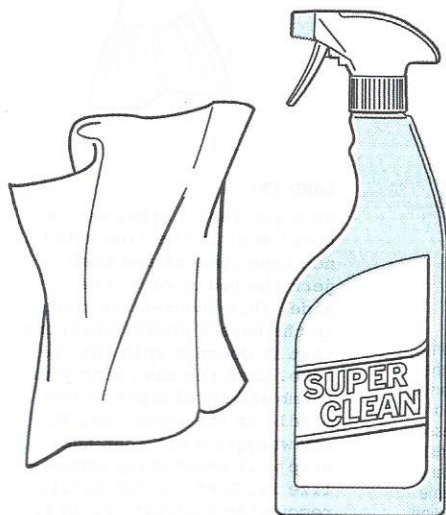
### Eye the Ball

Right-footed? Wait for a ball that hits the right half of the plate. (Lefty? Vice versa.) You want a roll that breaks a quarter of the way to the plate.

4

### Make Contact

Approach the ball at a medium pace and drive through, hitting the center of the ball with your laces for a powerful line drive.



## Clean Up Your Windshield

See the road clearly with tips from Ron Malec, car chief for 2013 Daytona 500 champ Jimmie Johnson's No. 48 Lowe's Chevrolet.

### ASSESS THE GRIME

Scan the windshield from various angles so you'll notice dirt you wouldn't have seen from the driver's seat. If it's humid, flip on the defroster briefly: Fog that forms will highlight any streaks and film buildup.

### STAGE THE CLEAN

You want a cool, shaded spot to work. Heat can dry cleaning products too quickly, leaving residue. Rinse the outside of the window with water to remove debris.

### BUST THE CRUD

Apply ammonia-free cleaner to a microfiber cloth. (Ammonia fumes damage tint and dry out plastic trim.) Work from the side to the center, wiping in long strokes. Use a dry microfiber cloth (and the same motion) to finish.

### TACKLE THE INSIDE

Repeat the process for all windows, inside and out. To help your interior glass stay clean, keep your paws off it and clear fog with your defroster—not a rag!

## PSYCH OUT SNACKING

BREAK SNACKS INTO BITE-SIZE PIECES BEFORE FLIPPING ON NETFLIX. IN A STUDY FROM THE NETHERLANDS, PEOPLE WHO ATE SMALL, PREMEASURED BITES OF FOOD WHILE WATCHING MOVIES TOOK IN ABOUT 30 PERCENT FEWER CALORIES THAN THOSE WHO WERE GIVEN LARGE OR UNREGULATED BITES