

My PROFESSIONAL User Manual

Name: _____

Role: _____

Team: _____

Help others help you. A personal "user manual" is a fun way to share your individual preferences for how you like to collaborate and communicate. It can also be a great tool for getting to know each of your teammates beyond the work stuff.

Directions: Answer each question to your liking. Remember, this is a document that will be shared with your colleagues. The more detail you can provide, the more equipped your teammates will be to "meet you where you are" and understand your preferred working style.

What 3 - 5 adjectives describe you at in a non-stressed state of being?

What is your preferred working environment?

What are your preferred working times/hours?

What form of appreciation is most meaningful to you?

When do you like people to approach you and how?

What do you value?

What will you not tolerate in others?

What do you find most challenging about our hybrid/remote work environment?

How do you like people to communicate with you?

What is/are your preferred learning style(s)?

What is something you look forward to learning while on this team?

How do you make decisions?

What 3 - 5 adjectives describe you in a stressed state of being?

What can your teammates say to you when you are in a stressed state of being or feeling "stuck"?

What do you most want people to know about you?

When and how do you get in your own way?

What can I say that will return you to action when you get "stuck"?

How can your teammates help you?

How can you help your teammates?

What else should your teammates know about you?