

Personal user manual

A Personal User Manual can short circuit difficulties in working with others and give them immediate, valuable, and meaningful information about you so they don't have to spend time trying to figure you out by observation, gossip, or trial and error. It reduces confusion and miscommunication and increases productivity and performance. It's particularly helpful in new teams.

Complete these pages, then copy them and send them to your team. Ask them to do the same.

What things energise you?

E.g., crossing off all my 'to do' list by 5pm

What things de-energise you?

E.g., colleagues who are always late to meetings

People know you're stressed when:

E.g., I go really quiet and sigh a lot

The best way to give you feedback is:

E.g., 1:1, in private, and always with a reason

Credit: Abby Falik and Ivar Kroghrud

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How can your team and colleagues communicate best with you?

E.g., Ask, don't tell. I respond better to questions.

What are your pet peeves?

E.g., people who try to talk to me when I'm wearing headphones. I do this so I can concentrate.

What do people misunderstand about you?

E.g., I frown when I concentrate. I'm not grouchy.

What do you wish all new people new about you?

E.g., I swear more when I'm nervous. Apologies in advance.

Credit: Abby Falik and Ivar Kroghrud

What are your greatest strengths?

E.g., I'm great at working with data, and I don't tire easily

What are your greatest weaknesses?

E.g., I talk more than listening, and am intolerant when tired

The best way to gain my trust is:

E.g., Be honest and keep promises

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