

Person User Manual:

A

Guide to

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- My style:
  - Practical
    - I am very detail oriented, but I try my best to think of the details in the most efficient way possible.
    - I keep myself grounded. I make sure my decisions are clear and rational.
  - Organized
    - I plan ahead, proceed as planned, and adapt when necessary.
    - If you fail to plan, you plan to fail.
  - Efficient
    - There is never time to waste. Time is precious and I make sure each moment is put to good use.
  - Direct and honest
    - I am blunt when necessary and avoid beating around the bush.
    - If I have a question about something, I don't hesitate to ask.
  - Assertive
    - Whether I am on a team or on my own, I will take initiative and immediately start on the task at hand.
- When and how I like people to approach me:
  - It isn't about when people approach me, it's how they approach me that matters.
  - If I'm not busy
    - I like others to approach me in a contextually appropriate and respectful manner.
  - When I am busy
    - I prefer for others to ask to speak with me in a direct manner.
      - Note: Please let me finish my thought before starting a conversation with me, this allows me to give you my undivided attention without sacrificing productivity.

- What I value:

- Integrity
  - Nothing should get in the way of honest communication.
  - If someone has a question they should ask it.
- Order
  - A structured environment is very important to me.
  - I am at my best when given rules and instructions that are clear and direct.
- Dependability
  - Follow through with the commitments you make.
  - Transparency with oneself and those around them is key to reaching goals.
- Diligence
  - Effort and discipline are very important to me.
  - I try my best to be my best.
- Patience
  - Being patient with those who are doing their best, including oneself
- Logic
  - Facts are facts, rules are rules.
  - Decisions should be backed by factual evidence.

- How I like people to communicate with me:

- With common decency
  - We are all on the same team, working towards the same goals. There is no need to degrade those around us.
- Directly
  - I prefer people to “cut to the chase”. If someone wants to talk pleasantries that is fine. If someone has a request, we should get right to the topic at hand.
  - If someone has a problem, I prefer they speak with me in private.

- How I make decisions:
  - If I come to a decision quickly, it is because I have already put some serious thought into it. I plan ahead and plan on the go. All my actions are backed by reason.
  - My decisions favor facts way more than they favor intuition or “gut feelings”.
- People can help me by:
  - Only giving me constructive criticism.
  - Checking in on me every once in a while. I am my own worst critic, and when others do this it helps me feel like a valuable member of the team.
- What I don't tolerate in others:
  - The spreading of rumors.
  - Being passive aggressive or talking behind someone's back.
    - If they have a problem with someone, they should respectfully address it with the person in private.
  - Deliberate disregard for the rules.
    - When people accept a job opportunity, they agree to follow the rules. If they don't want to follow the rules, they can find work elsewhere.
- What people misunderstand about me:
  - I genuinely try my best at everything I do.
    - If I struggle to comprehend something, it isn't due to a lack of commitment.
  - I like to be included.
    - I like to socialize when appropriate. When it is time to work, I focus on work.
  - I never mean any disrespect.
    - I treat others the way they deserve to be treated.
  - If I offend someone, its never intentional.
    - I just may not realize if I have offended someone because