**Silas Carlson User Manual**

**My Style**

I am motivated by professionalism in myself and others. I have a strong desire to be as professional as possible and to keep work and home life separated. I get more work done when I am at an office/classroom then I do at home.

I’m determined to be as professional and as hard-working as I possibly can. I strive to work to my best abilities and put my best foot forward.

**What I value**

Effort – Work hard regardless of the outcomes, but always try to make it work out.

Adaptability – Willingness and ability to learn new skills and topics.

Organization – Everything is in its place, meetings are orderly, workplace is clean, and everything has a purpose and reason for being there.

Optimism – When applicable viewing projects and assignments more positively than negatively. Instead of thinking “I have to” you think “I get to” which causes a more positive environment.

Relaxed – Being able to work in efficiently in stressful situations and being calm when things might be going downhill.

**What I don't have patience for**

Exclusion – Nobody wants to be left out, and what are we to decide if someone is allowed to participate in a conversation that they have the qualifications and ability to participate in.

Arrogance – Thinking you are better than everyone else and assuming that your solution is the best and only solution. Putting other’s down because they simply are just not as good as you, according to your mindset.

Drama – Talking ill about someone behind their back or making up rumors to seek one’s “perfect” revenge.

Dishonesty – Stating false accounts to make oneself look better or to place the blame on another person to not be deemed at fault and face repercussions.

**How best to communicate with me**

* Face to face and up front. If you have a problem or something is bothering you, please tell me, I may sometimes decipher there is nothing wrong, but I will not be able to deduce anything beyond that unless you talk to me.
* Honesty. Be honest when talking to me and I will be honest with you. If I’m doing well or bad, please be upfront and honest about it.
* Friendly. Be friendly and kind when talking to me, I’m only human too and I try to be friendly to all people I interact with, even those I have problems with.

**How to help me**

* Point out the solution in a factual way and tell me exactly what needs to be fixed for the problem to be solved.
* When teaching me something new speak plainly in simple terms first then move onto more complex topics once a foundation has been created.
* Provide constructive and helpful feedback and frequent praises when helping me with a task or anything else similar.
* If I am being insensitive, please tell me up front and I will try to correct my mistakes. I try not to be insensitive to situations.

**What people misunderstand about me**

* I don’t really like to talk to people when I don’t know them. For an example, I don’t talk to people because I don’t like them. No, I don’t talk to people because I don’t know them and I’m not yet comfortable with talking to them. I’m overall, an outgoing person once I get to know you.
* I sometimes use analogies and examples when describing or teaching something. I am not saying that they are an exact carbon-copy of each other, I am saying they are similar enough to warrant a comfortable comparison.