



USER MANUAL: HOW TO WORK WITH ME

WHAT IS THIS:

This is a 'User Manual' - a guide you create to help others understand how to work best with you. It covers your working style, values, communication preferences, and more, and helps foster stronger, more respectful team dynamics.

EXAMPLE -

MY WORKING STYLE:

- I thrive in focused, uninterrupted blocks of time. Deep work is where I do my best thinking.
- I appreciate autonomy — I trust my team and expect the same in return.
- I organize my days with a balance of async work and short check-ins. I'm not a fan of meetings unless they're clearly purposeful.
- I like to outline goals, then move fast and iterate.

MY PERSONAL VALUES:

- Trust – I believe in giving and earning it.
- Clarity – I'd rather have an uncomfortable truth than a fuzzy compliment.
- Curiosity – I'm always asking why, even when things are “working.”

COMMON MISCONCEPTIONS ABOUT ME:

- Because I'm calm under pressure, people sometimes assume I'm not emotionally invested — I am, I just stay even-keeled.
- I may seem introverted in large groups, but I really enjoy 1:1 connection and small group discussions.

PREFERRED COMMUNICATION CHANNELS:

Face-to-Face Email Slack, Teams, etc.

WHAT I DON'T HAVE MUCH PATIENCE FOR:

- Vague or passive-aggressive communication — be direct, it's appreciated
- Negativity that isn't paired with a solution or constructive thinking



USER MANUAL: HOW TO WORK WITH ME

YOUR TURN!

This is a 'User Manual' - a guide you create to help others understand how to work best with you. It covers your working style, values, communication preferences, and more, and helps foster stronger, more respectful team dynamics.

MY WORKING STYLE:

MY PERSONAL VALUES:

COMMON MISCONCEPTIONS ABOUT ME:

PREFERRED COMMUNICATION CHANNELS:

WHAT I DON'T HAVE MUCH PATIENCE FOR: