



COLLABORATION SUPERPOWERS

Work Together Anywhere



CREATE YOUR PERSONAL USER MANUAL



Create Your Personal User Manual

In this document, you will find instructions on how to create your personal user manual.

Knowing what we need to be productive can help us do our best work and to design our lifestyles around the things we love the most. The purpose of a personal user manual is to help others understand us better so that we can collaborate more effectively.

Share anything that we are comfortable sharing with our colleagues and clients. It can include as much or as little as we like. The most important question to ask is "What might others need to know in order to collaborate effectively with us?"

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Start with the basics

The basics are there to give the reader a bit of background history into you.

- Where do you live? What time zone are you in?
- What are your working hours?
- What language(s) do you speak?
- What is your education/career background?
- Add results from your favorite personality tests (Enneagram, Myers-Briggs, Reiss Motivation Profile, etc)
- Links to your social media (if you wish to share)

List your communication preferences

- What tools do you prefer to use when communicating with others?
- Are there any tools you are not able to use when communicating with others?





Highlight your personal values

- Values determine why we make the decisions we do. Defining your personal values helps others to understand what motivates you intrinsically.

Outline your strengths and weaknesses

- What are you particularly good at?
- What do you really like doing?
- When do you do your best work?
- How do you express/show your appreciation to others?
- What areas are you still struggling with or improving? Note: Explaining ones "quirks" is not an excuse for bad or rude behaviour (as Camille passionately writes about [here](#)).
- What happens when you get stressed?
- What might others misunderstand about you?

List your work preferences

- What is your role; what are your responsibilities?
- What does your ideal day look like?
- What do you need to do your best work?
- How do you signal to others that you need support?
- How do you like to receive feedback?
- Are there any tools that you don't like to use or are not allowed to use for work purposes?
- How do you track your time/productivity?

Share more about you

- What does your home office look like?
- Favorite books, music, quotes, or movies
- Fun facts
- Who inspires you?
- What are your hobbies?



Pro tips

1. There is no one right way for creating a personal user manual. Choose a tool that you feel comfortable with AND that is easily accessible to your colleagues and clients. For example: Google Docs or Slides, Confluence, Github, Notion.
2. Think about what others need to know about working with you and start writing it down or drawing it. When you are comfortable with what you have written/drawn, share it! If you feel nervous putting it out in the world, try sharing it with some trusted friends/colleagues first.
3. **Add a table of contents.** Help the reader to easily locate specific information they're looking for.
4. Add images, graphics, and emoticons. Pictures can describe things better than words.

Examples of user manuals

- Lisette Sutherland - [What to know about working with Lisette](#)
- Matt MacInnis - [little user manual](#)
- Claire Hughes Johnson - [unauthorized guide](#)
- Darren Murph - [read me](#)
- Steph Smith - [personal user manual](#) (presentation-style)
- Daniel Thomason - [personal user manual \(GitHub\)](#)
- René van Osnabrugge - [my user manual \(GitHub\)](#)
- Lily Konings - [How to work with Lily](#)
- Mariah Quesada - [A little bit about Mariah](#)
- Tahira Shameem - [Working with Tahira](#)
- Steven Sampson-Jones - [Manual of Steve](#) (infographic-style)
- Management 3.0 - [Personal Maps](#)





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Hello,
I'm **Steven**



My Working Hours

Mo:	09:00	-	17:00
Tu:	09:00	-	17:00
We:	09:00	-	17:00
Th:	09:00	-	17:00
Fr:	09:00	-	17:00



My Communication preferences are...



slack



Google Meet



EM@IL

Conditions I like to work in

I like a quiet working environment, if there is a task that needs focus.



I like having headphones in.



I need to be able to move from space to space



Things I need



COFFEE



TEAM DEVELOPMENT



IDEATION

The best way to give me feedback is ...

Feedback is a gift

I like receiving feedback face-to-face

I see all feedback as a learning opportunity, so I like total honesty.

Include examples!



Things I love

"I like hearing what others are working on."



swarming



sketching

Things I struggle with




Politics

"No, but"



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	KEYWORDS/EXPERTISE #communications #EdTech #dutchaustralian	TECH & TOOLS Apple iPhone SE MacBookPro iPad Air Digital SLR Camera GoPro Cameras	TOOLS & FREQUENCY <u>Use Daily:</u> WhatsApp Facebook LinkedIn Email <u>Use Weekly:</u> Twitter Instagram <u>Open to Use:</u> Yammer Microsoft Teams <u>Refuse to use:</u> Snapchat
QUOTE "Love to connect, communicate and educate"	BIO Part time lecturer at The Hague University of Applied Sciences in marketing and communications. Communications consultant via Zestra for 10 years. Outside of work I enjoy running and yoga, and raising my two global citizens (two girls aged 9 & 11).	TIME ZONE & WORK HOURS The Hague, The Netherlands Part Time Flexible Evenings & weekends ok Check messages daily and respond when I can (usually within 24 hours).	CONTENT Comfortable with text, audio, video and images. Engagement is better with video. Enjoy creating creative content.
DEMOGRAPHICS Age: 44 Location: The Hague Nationality: Dutch Australian Family: Married, 2 children	GOALS <ul style="list-style-type: none">• Speak at 2 international conferences in 2019• Run 5km in 30 minutes by 30 June• Complete my EdTech book by 1 December		
	FRUSTRATIONS <ul style="list-style-type: none">• When people don't respond to messages• Too many things to do, not enough time• Trying to balance work and family		
COMMUNICATIONS CHARACTER Communications is "my thing". I love to be in constant contact with others, and do not mind much which channel we use. I get a bit overwhelmed by the number of messages but try to reply to direct messages within 24 hrs.	ENGLISH 10 Reading 10 Writing 10 Listening 10 Speaking	DUTCH 6 Reading 3 Writing 7 Listening 7 Speaking	OTHER LANGUAGES Very basic French Interest in learning Italian