Personal Project Draft: A User Guide for Merrick Ward

My Style: I personally like to add as many relevant details as I can when writing up informative business papers, in oral discussions, or emails. Knowing that a problem could’ve been avoided if there had only been more information severely gnaws at me. Obviously, there are times where a brief history of a product or the history of an individual needs to be covered in seconds, not minutes, having access to all the details for a later date could mean the difference between success and failure. That said, I also wish to make other peoples lives easier, if you would have me add or remove things within our conversations to help control the flow of the discussion, I will be happy to do so. So long as it is appropriate and legal to do so.

What I Value: I value honesty and kindness within the workspace. If an accident was made, own up to it and learn. When others make said mistakes, be kind enough to help and not make fun of the individual. I believe that this will lead to a healthy working environment with minimal errors. These simple principles can lead to a great working atmosphere that many would appreciate.

What I Have no Patience for: I don’t tolerate the mocking of other people’s personal beliefs and use of vulgar language and practices while on the job. We are here for a reason and belittling others has no benefit to it. Constantly disrupting the environment with the latest “funny” comment will eventually have me boil over and snap at you. I hate being angry with others so a quick apology from you will earn you an apology in return.

How best to Communicate with Me: I have trouble responding to texts over large amounts of time. I do better with in person talks, or at the minimal, a phone call. Emails work, but I struggle to document these electronic conversations. In person also helps me to know those I work with and help me see if there is anything else you may need help with.

How to Help Me: Others can help me recognize errors in my work and get me going on a new task once I have completed the one, I was working on.

What People Misunderstand About Me: I am generally very open-minded and willing to see others when they need my help on a project or require an additional insight. Of course, that doesn’t always mean that I can see others. When I’m working on a project, I hope to accomplish everything that can be done before I send it for review, and I expect the same treatment to be given to me. Constantly disturbing the peace when the paper that you need me to sign is still warm off the printer will eventually wear me down. While I am striving to be nice all the time, don’t take advantage of this. I will eventually find out and that would make things very awkward between us.

Additional thoughts

**Decision Making:** I make decisions based off what my assignment and tasks are. For example, if I am asked to bring a certain product down to testing and my job was as an assembler, I would do that, however, I would also see if there were any materials that we needed from inventory located in the same area as testing.