

Personal Workstyle Reflection

When do you typically get work done on a project? (e.g. deadline driven: right before a deadline vs liking to finish work early or working on a specific schedule). Do you multitask, or work in a dedicated fashion on a single project to completion?

I like to get work done before the deadline, usually following internal deadlines (a few days before the real deadline). I don't generally multitask although I balance time between projects.

What is your usual mode of communicating with colleagues? (e.g. tend to over-communication vs prefer minimal, highly directed communication. Hate email, prefer face-to-face, etc.)

Preferred Face-to-Face communication; if necessary, text message communication is acceptable. I work best sometimes when I work individually and I have the space to think or when I work with a partner so I can bounce ideas off the partner.

How do you organize your work? (e.g. computer files, handwritten notes/planner, vs "organization, what's that?"). Preferred document creation tools? Shared document platform?

My work is organized by a system of directories describing what the documents are about. I prefer using Microsoft Office apps for work and sharing documents using OneDrive, MATLAB Drive, or GitHub.

What do you feel are your greatest strengths in work style and communication?

Being able to bounce ideas off my partner to get better ideas. This happens best in person.

What are things in workstyle and communication that you feel are a weakness, or that you would like to change/improve?

I can easily get distracted or if there is a lot of noise or distractions, I have a hard time thinking and it slows me down.

What helps you work effectively when working on a team? What drives you crazy?

Having time to think clearly and being in a quiet environment. I get annoyed when I am bombarded with comments and I am not allowed to process through all of them.

Team Workstyle Reflection

Where are there synergies in workstyle among your team?

What are possible sources of conflict in workstyle among your team?

How can you structure your team logistics, workflow, etc to leverage individual workstyles to best effect?

What mechanisms/agreements can your team put in place to try to head off workstyle issues, mitigate them, and/or help everyone meet their goals for improvement?

Goals and Expectations

What are your personal goals on this project? (What do you want to learn? Improve at?)

What are the team goals for this project?

Are there situations where your personal goals and the team goals may come into conflict?

What are the team expectations? Be specific. Consider communications, conflict, work styles, timeliness, etc.