

The 'User Manual to Me' Tool



The "User Manual to Me" is a tool designed to enhance understanding and collaboration within teams by revealing individual work styles and preferences.

Instructions:

1. Find a quiet space where you can reflect without interruptions.
2. Take a moment to think about your daily work life and how you interact with others.
3. Respond to each question in the manual honestly, focusing on clarity and brevity.
4. Avoid rushing—take the time you need to provide thoughtful answers.

Tips for Implementing the 'User Manual to Me':

For Leaders of Large Groups:

Fill out your 'User Manual to Me' with clear, concise points. Share it during a group meeting to set a standard for openness.

In One-on-One Settings:

Before your meeting, complete your manual and ask your team member to do the same. Share them during your one-on-one to understand each other better.

As a Team Building Exercise:

Distribute the manual for everyone to fill out. Schedule a team session to share and discuss each manual, focusing on how to work together effectively. For in-person meetings, display the manuals on the wall to facilitate a group walkthrough. If meeting virtually take turns sharing your screens. This process is designed to foster a transparent team environment, encouraging openness and more effective collaboration

What I value and care deeply about at work is...

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I am energized and work
best when...

The hours I like to work are...

I don't have patience for,
what drains me...

The best way to
communicate with me is
through...

How I like to receive
recognition...

I struggle and appreciate
help with...

How I like to receive
constructive feedback

I learn best when....

What people often
misunderstand about me is
