



Manual of Me

This is my Manual of Me, it's a bit like a user manual - and will help others understand how they can work with the best version of me.

It's a living document which explains how I work, how to work brilliantly with me, what value I bring, my preferences, needs and motivations.



My working hours



Things I need support with



Things that motivate me



I love working on.....



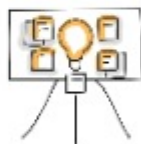
Things I struggle with



Things I need



Best ways to communicate with me



Other things to know about me

Guidance

The Manual of Me is a simple but powerful tool designed to help individuals articulate how they work best. Whether you're onboarding a new team member, improving collaboration, or fostering psychological safety, this template provides a structured way to share work preferences, strengths, and needs. It's a living document that helps colleagues understand how to bring out the best in each other.

When to Use It

- Team Onboarding – Help new hires integrate smoothly by sharing work styles upfront.
- Team Alignment – Build stronger working relationships by understanding individual preferences.
- 1:1s & Personal Development – Use as a self-reflection tool or discussion guide.
- Cross-functional Collaboration – Reduce friction and improve teamwork across different departments.

How to Use It

1. Fill Out Your Manual

- Complete each section with insights about how you work, what motivates you, and how others can best collaborate with you.
- Be honest and specific—this is about setting yourself up for success.

2. Share It with Your Team

- Encourage open conversations by sharing your manual with your colleagues or manager.
- Use it as a reference when working with new teammates.

3. Keep It Updated

- As your work style evolves, revisit and update your manual to reflect any changes.