

## TEAMWORK TOOL

# MY OWNER'S MANUAL



Name:

Date:

**USE THIS "OWNER'S MANUAL"** to communicate with your manager and colleagues about your preferences—what makes you happier, healthier, and more productive.

Articulating your preferences won't guarantee that your teammates will be always be able to abide by them, but it will help them meet your needs wherever possible.

## DAILY RHYTHM

For me, morning is:  My time to be productive  Time to collaborate  Torture

In the mornings, please:

For me, afternoon is:  My time to be productive  Time to collaborate  A slog

In the afternoon, please:

For me, evenings are:  My time to catch up  Open for urgent issues  Off limits

In the evenings, please:

For me, the weekend is:  My time to catch up  Open for urgent issues  Mine

On the weekends, please:

## MY PERFECT WORK DAY

Starts with:

Has lots of:

Has a little:

Has a minimum of:

Ends with:

## STRESS

I can sometimes get stressed when:

You can tell because I:

The way you can help me is by:

## COMMUNICATION PREFERENCES

When you need me to do something non-urgent, communicate with me by:

Email     Text     Phone     Other (specify) \_\_\_\_\_

When you need me to do something urgently, communicate with me by:

Email     Text     Phone     Other (specify) \_\_\_\_\_

If I don't follow up with you, then: \_\_\_\_\_

## FEEDBACK

I like to receive positive feedback:

In writing so I can keep it     Casually, in a private moment     Publicly     Any of the above

I like to receive constructive feedback:

With a heads-up first     Casually, in a private moment     As the issue occurs, even in public

When I receive constructive feedback I often: \_\_\_\_\_

Therefore, I would appreciate it if you: \_\_\_\_\_

## OTHER INFORMATION

You should know about me that I:

\_\_\_\_\_

You might be interested that I:

\_\_\_\_\_

Colleagues who get the best from me know:

\_\_\_\_\_