

How to work with me

Goals

- Give team members a place to share their working and communication preferences.
- Create awareness of each other’s preferences, so they can be recognized, honored, and respected.
- Enable team members to support each other and work better as a team.

Note: You can share this guide with each member of your team. If there’s anything relevant that you want to share just with your manager, be sure to let them know separately. The following prompts are intended as a guide. Please feel free to add more information or additional bullets as needed.

Name: _____	Title: _____
<p>What I do A brief overview of responsibilities. (This section may be left blank for new hires.)</p> <hr/> <hr/> <hr/>	
<p>Work preferences I can best demonstrate my strengths when I am... (focusing on details, thinking about the big picture, presenting to a group)</p> <hr/> <hr/> <p>I appreciate it when co-workers...</p> <hr/> <hr/> <p>I am really bothered by...</p> <hr/> <hr/> <p>List any meeting preferences, needs, or accommodations (e.g., closed captioning on Zoom, cameras off vs. on, pre-reads ahead of meetings, etc.).</p> <hr/> <hr/> <hr/> <hr/>	

Communication

The best way to reach me is...

I would describe my communication style as...

Others have described my communication style as...

My typical response time is...

and may be affected by...

I prefer to offer input via...

Collaboration

I collaborate best...

- during a group discussion
- one-on-one
- in a shared document
- via email
- via messenger (Slack, etc.)
- other

I prefer receiving feedback...

I prefer offering feedback...

Peak productivity

I focus best when... (the times and conditions that allow for peak productivity)

I prefer meetings in the... (morning/midday/afternoon)

More about me

How to work with me: Completed example

Goals

- Give team members a place to share their working and communication preferences.
- Create awareness of each other's preferences, so they can be recognized, honored, and respected.
- Enable team members to support each other and work better as a team.

Note: You can share this guide with each member of your team. If there's anything relevant that you want to share just with your manager, be sure to let them know separately. The following prompts are intended as a guide. Please feel free to add more information or additional bullets as needed.

Name: Sarah Smith

Title: Senior Writer

What I do

A brief overview of responsibilities. (This section may be left blank for new hires.)

On a daily basis, my work involves writing, editing, and reviewing articles for the website.

I also sometimes offer feedback on strategic initiatives.

Work preferences

I can best demonstrate my strengths when I am... (focusing on details, thinking about the big picture, presenting to a group)

focusing on details and strategizing with my team.

I appreciate it when co-workers...

ask what they need of me ahead of a meeting so I can be prepared to thoughtfully participate.

I am really bothered by...

last-minute schedule changes.

List any meeting preferences, needs, or accommodations (e.g., closed captioning on Zoom, cameras off vs. on, pre-reads ahead of meetings, etc.).

I like to receive pre-reads ahead of meetings and summaries afterward. I prefer to have my camera off in larger meetings but feel comfortable having it on during smaller meetings or 1:1s. I feel most comfortable communicating by speaking in small-group settings and via chat or in writing in larger meetings.

Communication

The best way to reach me is...

Slack for quick asks or responses. Email for more detailed asks that require reading and background information. A quick, 15-min Zoom call to talk/work through an issue.

I would describe my communication style as...

straightforward and succinct.

Others have described my communication style as...

blunt.

My typical response time is...

within the hour for Slack and by end of day for email.

and may be affected by...

how many meetings I have that day.

I prefer to offer input via...

...in writing directly in a document, or working through a document in a small group. I am clearer in writing than in person. In person, I may talk through my thoughts out loud, which can sometimes feel rambling or sound confusing. If my point is not absolutely clear, please ask me to clarify or be precise with action items.

Collaboration

I collaborate best...

- during a group discussion
- one-on-one
- in a shared document
- via email
- via messenger (Slack, etc.)
- other

I prefer receiving feedback...

1:1, in person, virtually, or in writing.

I prefer offering feedback...

1:1 in writing.

Peak productivity

I focus best when... (the times and conditions that allow for peak productivity)

I have uninterrupted blocks of time to concentrate and complete my work. That's why I block off time for heads-down work throughout the week. Some of my work involves attention to detail, which I best concentrate on without distractions. Also, I am most productive in the afternoons and least productive in the mornings. I can review content and offer feedback in writing in the mornings but detailed discussions are best left for afternoons.

I prefer meetings in the... (morning/midday/afternoon)

I can review content and offer feedback in writing in the mornings but detailed discussions are best left for afternoons.

More about me

I try to understand information by asking questions. It's not meant as a negative or as a rebuke of work. It's simply a way for me to process what is being presented. I love talking about baseball.