

# User guide to me

A user guide to me is a personal user manual – it is a living document which helps others on the team understand how they can work best with you, what value you bring, your preferences, your needs and your blind spots. The information in these guides will help team members better adapt and connect with each other.


## Do:


- Tailor the questions to meet your team’s needs and ask all members of the team to complete the guide.
- Save the documents in a shared, and secure space, which is accessible to all team members (GCdocs, Sharepoint, OneDrive).
- Create opportunities in team meetings to discuss and share each guide.
- Update the documents as needed





# User guide for

 **Conditions I like to work in**


 **Times/hours I like to work**


 **The ways I like to receive feedback**


 **The best way to communicate with me**


 **Things I need**

 **Things I struggle with**

 **I have skills and/or knowledge for**

 **Things I love**

 **Important values to me are**

 **Other things to know about me**