

Create a “User Guide” — to Yourself

Why this guide?

Microwaves, washing machines and laptops come with a user guide. Human beings are far more complex. Why didn't we come with an instruction manual?

Fill out this “user guide” and share it with your team (and have them do the same for you!).

A User's Guide to Working With: _____

INTRODUCTION

Why are you writing this user guide? What do you hope will be the result of writing and sharing it?

HOW I VIEW SUCCESS

In your professional capacity, how do you define proficiency in your role? Moreover, what are the fundamental principles that underpins your comprehension of accomplishment?

HOW I COMMUNICATE

What's your communication style like? How should others interpret what you do or say? Are there any aspects of communication that you are working on to improve? How do you like to stay in sync with your reports or colleagues? What preferences do you have for one-on-one meetings? Would you prefer people to contact you via email, chat, or in-person? What's your availability outside of working hours?

THINGS I DO THAT MAY ANNOY YOU OR BE MISUNDERSTOOD

What are some interesting aspects of your personality that might cause some misunderstanding? What are some things about your leadership or working style that other people criticize or misunderstand? What quirks or mannerisms might unintentionally annoy a different personality type?

WHAT GAINS AND LOSES MY TRUST

What are the qualities or behaviours that earn your trust? What are some conflict triggers for you?

MY STRENGTHS AND WEAKNESSES

What are you good at doing? What can you help others with? How about the flip side?

MY EXPECTATIONS OF MY DIRECT REPORTS

What do you consider a job well done? What do you consider a mediocre or bad job? What's unique about your expectations that may differ from other managers?

GIVING AND RECEIVING FEEDBACK

What is your philosophy around feedback? What can people expect in receiving feedback from you? How would you prefer to receive feedback from your peers?

OTHER

Create your own section!