

Working With Me Doc

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Working With Me

It's a guide to working with a particular person to help accelerate mutual understanding and improve collaboration.

It helps a person outline how they prefer to operate and what they expect from others. It informs others how to work with this person in a more productive and psychologically safe way.

It's a Google Doc that contains only 8 questions. It took each members of the team no more than one hour to fill out.



Positive results the team got (so far)

*The team became more cohesive
in the past 4 weeks than it did in
the past 4 months.*

- **Schedule optimization** » improved productivity
- **Less friction between team members** »
well-defined boundaries between work and life that
are respected by everyone. Reduced number of
misunderstandings.
- **Increased team morale** » we all are unique
human beings and we are similar in many aspects
(principles, aspirations, goals, needs, etc).
- **More productive collaboration** » we now know
how to provide feedback in more personal ways, we
have things in common and feel more comfortable
working together.



What does your daily schedule look like (while working from home)?

- » I usually start working between 8:30am and 9:00am. Oftentimes, I check work email and Slack while I'm brewing my morning coffee, which is around 7:00am.
- » Around noon to 1:30pm, I come out of hiding, hang out with the family, exercise and eat lunch.



How do you like to give and receive feedback?

- » I like clear, direct feedback. I don't want to misconstrue what is being said.
- » I don't like feedback sandwiches (praise-critique-praise).



What qualities do you particularly value in people who work with you?

- » I love solving problems, so brainstorming with me is a huge way to get me excited.
- » Team vs. self. I love working with people who want to help everyone around them improve/level up, and are willing to sacrifice some self-promotion to do.



What makes you happy?

- » Food, cooking
- » Exercise, being active, being outside
- » Music!
- » Being productive, accomplishing my goals
- » Being challenged, compete



What drives you nuts?

- » Making excuses or blaming others
- » Not following through
- » Finding problems and not taking responsibility for finding solutions
- » Too many Zoom meetings



What are your quirks?

- » When I don't eat for a long while I usually get a headache and get grumpy.
- » I'm an introverted person. I enjoy being around people I know but I also love spending lots of time alone. I can be overstimulated by discussions that become too intense or last for too long.



Resources

- [Working With Me Doc Template](#)

It includes a couple of publicly available examples.



The background of the slide is a photograph of a clean, modern workspace. On a white desk, there is a bright yellow mug, a silver laptop, and a small potted plant with green leaves. The background wall is light gray with some faint, out-of-focus text. The overall aesthetic is professional and minimalist.

Working remotely can be challenging for teams and individuals.

I hope this simple exercise will help improve your team's experience working from home and the experience of working together in general.

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Thank you!