

Hi there, I'm **Firstname Lastname**!

This document is a guide to working with me to help accelerate mutual understanding and improve collaboration.

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

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What's the best way to communicate with you?

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How do you like to give and receive feedback?

- Give:
- Receive:

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

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What makes you happy?

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What drives you nuts?

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What are your quirks?

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What are some things that people might misunderstand about you that you should clarify?

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A couple of examples:

- <https://medium.com/@PeteVowles/working-with-me-a-user-manual-b07f1b47f8f9>
- <http://www.game-changer.net/2017/02/07/a-user-manual-to-working-with-me/#.XnQLRNNKjAy>