**[*Your name here!*]’s User Guide**

**Notes:**

* ***Answers can take any form: full sentences, bullet points, or even images. Use what you believe communicates YOU best.***
* ***Be honest. Offer the conditions that are ideal FOR YOU. Do not try to impress or please anyone here. This is not a contest!***

HOURS & LOCATION

1. What are your general working hours and locations? How flexible or variable are they?
2. What are elements of your life that you schedule work around?
3. When you do come into the office, what is your commute like on a good or bad day?

COMMUNICATION

1. What are your preferred ways to communicate?
2. Are there certain situations that require different forms/modes of communication?
3. Are there forms/modes and hours of the day of communication that should be avoided (e.g., personal email, social media, etc.)?
4. Feel free to explain why.

MEETINGS/AVAILABILITY

1. What types of meetings do you prefer? Scheduled/regular or impromptu?
2. Are you more comfortable with meetings with preset/advanced agendas or more open-ended topic-driven meetings?
3. What is the best way to check what your schedule or workload is like at a given time?

PERSONAL INCLINATIONS & PREFERENCES

1. What are aspects of your work that excite you and/or bring you joy and satisfaction? How do you typically find and/or create those circumstances?
2. What do you find challenging or frustrating at work? How do you like to handle those challenges or frustrations?
3. What kinds of things motivate you? In what kind of environment(s) do you flourish?
4. How do you like to receive any kind of feedback - from compliments, to curiosities, to constructive criticism? When? How often?

ADDITIONAL INSIGHT

1. Are there things that people assume about you that aren't quite right?
2. What are other things about your life, practices, commitments, responsibilities outside of work, personality, or even world view that are good for your colleagues to know?