

USER GUIDE TEMPLATE

MY USER GUIDE by _____ (your name here)

This User Guide needs to be customized by every member of your team. When the User Guide is complete, it is normally about 3 pages long. Use it to evaluate “fit” for specific roles.

My Vision for my life:

My Role in this Team is:

I am responsible for these outcomes/objectives:

My other Roles (at work and at home):

Work results I’m responsible for on which I don’t love working:

I do my best work when I

How to get the best from me:

What I need from this job/role/company:

What makes me really mad is:

Something(s) I hate or am frustrated or annoyed by:

When I am angry I

When I am afraid or don’t know what to do I

What really motivates me is:

What really de-motivates me is:

What I like doing most is:

What I need as much as oxygen is:

What I’m brilliant at which energizes me:

I do my best in this environment:

People are sometimes frustrated when I:

My learning style is best described as (visual, auditory, kinesthetic, verbal):

One of my behavioral or skill weaknesses which might affect this team is:

I buttress this weakness by:

I like to receive critical feedback/.feedforward in this way:

What I like to be asked:

Words I like to hear:

How I like to be recognized or appreciated.

I lose/gain energy from being with a group of people (circle one).

In my perfect working state, here's how I organize my day/week:

In the organization's least productive state here's how I organize my day:

I like it best if you need me for something that you:

A perfect meeting is:

Something else you should know about me is: