



# MY OWNER'S MANUAL

Name: \_\_\_\_\_ Date: \_\_\_\_\_

## DAILY RHYTHM

Morning for me is:

- My most productive time       My least productive time       Torture

In the mornings, please: \_\_\_\_\_

Afternoon for me is:

- My most productive time       My least productive time       A slog

In the afternoons, please: \_\_\_\_\_

Evenings for me are:

- My most productive time       For work emergencies only       Off limits

In the evenings, please: \_\_\_\_\_

## COMMUNICATION PREFERENCES

When you need me to do something non-urgent, communicate with me by:

- Email       Text message       Work Phone       Cell Phone       Face-to-face

Other \_\_\_\_\_

When you need me to do something urgently, communicate with me by:

- Email       Text message       Work Phone       Cell Phone       Face-to-face

Other \_\_\_\_\_

If I don't follow up with you, then: \_\_\_\_\_



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## FEEDBACK

I like to receive positive feedback:

- Casually, face-to-face       In an email so I can keep it

I'm comfortable getting positive feedback:

- Publicly       Privately

I like to receive constructive feedback:

- Face-to-face       In an email so I can process it before talking about it

When I receive constructive feedback I: \_\_\_\_\_

I would appreciate it if you: \_\_\_\_\_

## STRESS

I get stressed when: \_\_\_\_\_

You can tell because I: \_\_\_\_\_

The way you can help me is by: \_\_\_\_\_

## MY PERFECT DAY

My perfect day at work

Starts with: \_\_\_\_\_

Has lots of: \_\_\_\_\_

Has a little: \_\_\_\_\_

Has a minimum of: \_\_\_\_\_

Ends with: \_\_\_\_\_

Other important things to know about me are:

\_\_\_\_\_  
\_\_\_\_\_