

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: _____

Stress

I get stressed when: _____

You can tell because I: _____

The way you can help me is by: _____

Name: _____ Date: _____

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 I prefer to get positive feedback 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 _____

My Perfect Day

My perfect day at work _____

Starts with: _____

has lots of: _____

has a little: _____

has a minimum of: _____

Ends with: _____

Other

Other important things to know about me are: _____
