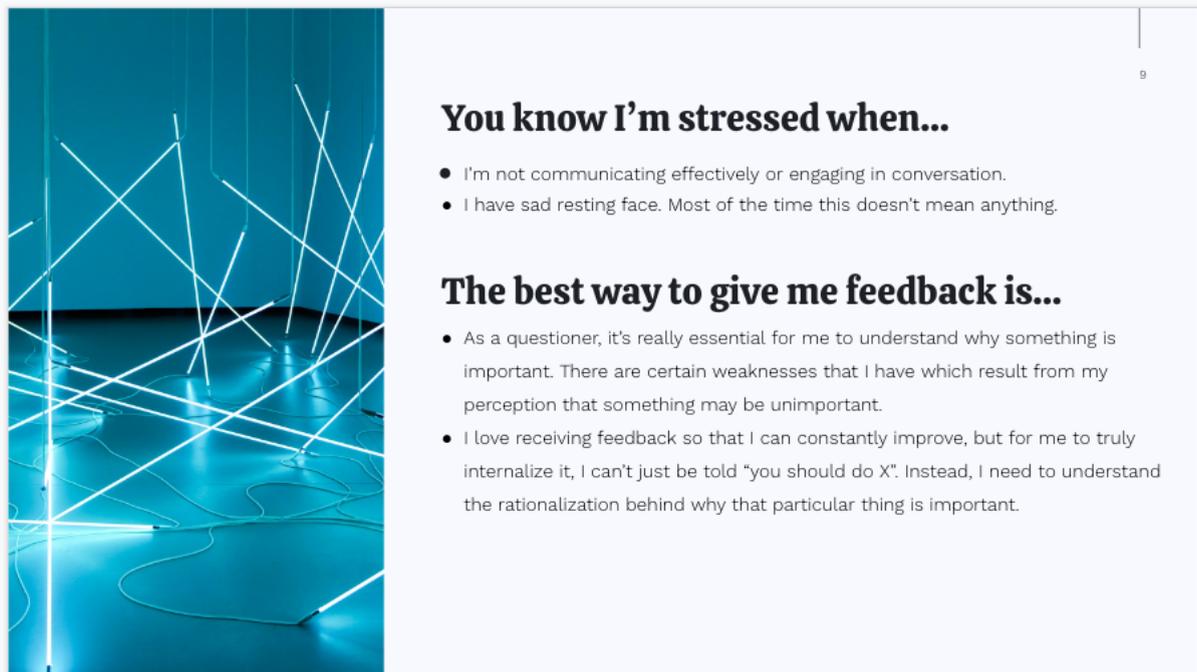**"Personal User Manual" or "Personal Readme" Template**

Personal User Manuals are an excellent way to communicate your own preferences with respect to how you work, communicate and collaborate most effectively. They're also a great way to self-reflect. A Personal User Manual should evolve and change over time, so don't worry about writing something that you might want to change later!

Here's an article diving deeper into personal user manuals and psychological safety: https://psychsafety.co.uk/psychological-safety-72-personal-user-manuals/

Some links to examples of Personal User Manuals:

Aiden Cammies' Personal User Manual	http://bit.ly/3HvQEIX
Chris Blachut's Personal User Manual	http://bit.ly/3UuXlOd
Steph Smith's Personal User Manual	http://bit.ly/3Y1isuj
Ben Morris' Manager Readme	http://bit.ly/3VBXUH4
A "Manager Manual" template	https://bit.ly/3Be8H23

My Personal User Manual

Name:
Preferred Pronouns:
I work best at these times of day, under these conditions:
The best way to give me feedback is:

Outside of work, I'm really passionate about:

My best skills that I bring to the team are:

I prefer to communicate via:

The following personal and professional goals are important to me:

I could use improvement in the following personal and professional areas to further help me achieve my goals:

Additional Questions

I feel most satisfaction and joy from work when:

My favourite saying, quote or poem is:

When I'm struggling with focus or falling behind with tasks, the most likely causes may include:

Other things to know about me are: