

“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!

Some tips:

Don’t worry about changing it later on. Write what comes to mind now. Don’t overthink - you can always edit and change.

Writing in the third person can help (e.g. Tom likes to have some time in the morning to prepare for work and get in the right headspace.)

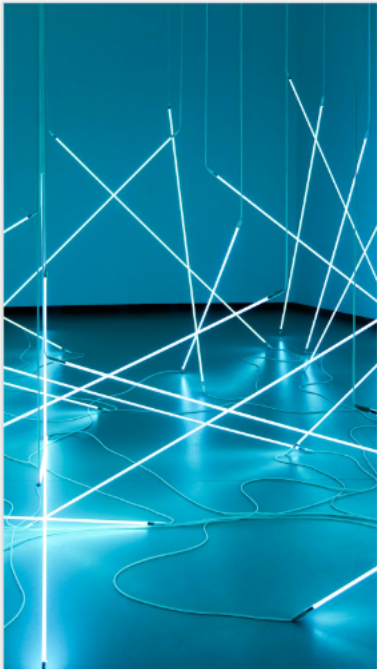
It can help to ask others what their perception is of you. You may disagree, but it can help you decide what to write.

Remember that your user manual is about you, but it’s for others to use. So make it easy and useful for other people.

That being said, it can be a powerful reflection exercise on its own.

Here’s an article diving deeper into personal user manuals and psychological safety:

<https://psychsafety.co.uk/psychological-safety-72-personal-user-manuals/>



You know I’m stressed when...

- I’m not communicating effectively or engaging in conversation.
- I have sad resting face. Most of the time this doesn’t mean anything.

The best way to give me feedback is...

- As a questioner, it’s really essential for me to understand why something is important. There are certain weaknesses that I have which result from my perception that something may be unimportant.
- I love receiving feedback so that I can constantly improve, but for me to truly internalize it, I can’t just be told “you should do X”. Instead, I need to understand the rationalization behind why that particular thing is important.

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:

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: