

Acknowledgement.

This User Guide template was adjusted from a template created by my old employer, Atlassian, who published this in their excellent Team playbook. Thank you Atlassian! - - Joris Luijke, Co-CEO Pyn

This is User Manual Template by Pyn!

1. Make a copy of this document first
2. For each question you wish to answer, replace the highlighted text prompts
3. Remove the questions you don't have a response for and any examples

User Manual of [Your Name]

Pronouns: [he/him, she/her, they/them ...]

Conditions I like to work in

- Add the conditions you need to do great work
- Add the conditions you need to do great work

Examples:

- I like a quiet working environment. I find it hard to do work that requires my concentration if there is a lot of noise and distractions.
- I like having my own desk space
- If I have my headphones on/my Slack on *do not disturb*, I am in focus mode, so please do not disturb me!

The times/hours I like to work

- Add your ideal work hours, break times, etc
- Add your ideal work hours, break times, etc

Examples

- I am trying to start my work day at 9:30 am so that I can have 2 hrs from 7-9 am in the mornings to do things like exercise and meditation etc.
- I work best in the afternoons and evenings
- I like to save my creative tasks for the afternoons

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- I am generally available 9-5, ideally with an hour for lunch around noon
- I don't mind being contacted at any time but I will likely only respond during week daytimes and evenings
- My calendar is open and accessible so everyone can see my availability. I don't mind people booking things in my calendar if I am free.
- I am generally available - except when I pick up my kids at daycare at 3pm each day.

The best ways to communicate with me

- Indicate how and when you like to receive or give information
- Indicate how and when you like to receive or give information

Examples:

- Chat is the quickest way to get a response from me. I check some rooms/Slack channels every day (my team and project rooms/channels) and others once a week (like the general design and interest rooms/channels)
- I will never answer my phone, but I look at text messages (p.s. My # is 555-555-5555)
- I check my emails once a day and usually respond within 48 hours at the latest.

The ways I like to receive feedback

- Explain how feedback you receive is mostly likely to stick with you
- Explain how feedback you receive is mostly likely to stick with you

Examples:

- I'd rather have difficult conversations than things be unspoken or inauthentic, so just be straight with me
- I like receiving feedback face-to-face/via video chat instead of over Slack or email
- I see all feedback as a learning opportunity so I like any feedback to include specific examples and also suggestions on how I / it could be better/different
- Timely feedback is extremely helpful so that the context is fresh in everyone's mind.

Things I need

- Tell us what do you need in your (work)life to be happy and productive
- Tell us what do you need in your (work)life to be happy and productive

Examples:

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- I love ideas sessions with people, where we can freely think about what is possible without the if's and but's
- I need time to reflect and the opportunity to take a couple of brain-breaks during the day. Feel free to challenge me at ping-pong!
- Authenticity - I find it really hard to be around gossip, passive aggressiveness, inconsistency or incongruence

How I learn best

- Indicate how or when you best learn
- Indicate how or when you best learn

Examples:

- Before starting off something, I like to have as much upfront details or context that I can read to get familiar. Although visuals help, I love having things explained to me in detail
- I take the time to reflect and absorb what I have learnt before I feel comfortable discussing it in a group. It can be hard for me to react the moment things are first presented to me

My pet peeves

- Tell what really annoys you at work
- Tell what really annoys you at work

Examples:

- I really can't stand it if someone promises something, but doesn't deliver it on time
- I get irritated when someone talks loudly on the phone next to me! Take that call elsewhere!
- I hate it when people are constantly negative about any new idea
- I can't stand it when meetings run overtime because someone won't stop talking
- I don't like when meetings start late because people don't arrive on time

Things I struggle with

- Tell us what you have struggled with at work
- Tell us what you have struggled with at work

Examples:

- I'm an introvert, so working "in the open" is something I have to work hard at

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- I'm an extrovert so working on my own and alone is something I have had to get used to. I generally enjoy talking things out instead of going back and forth on Slack.
- Too much critiquing and logical reasoning drains my energy
- If I don't understand the wider purpose behind why we are doing something, I find it hard to engage with it
- Keeping boundaries between my work and personal life, especially working remotely

Things I love

- Write down what gets you most excited at work
- Write down what gets you most excited at work

Examples:

- I like hearing what others are working on and connecting up the dots of what we are doing
- I love organizing team things - birthday gifts, evenings out etc.
- A generative, risk-taking culture that has a flag in the ground about what it stands for
- Quarterly team away days

Other things to know about me

- More interesting facts about you, you'd like to share?
- More interesting facts about you, you'd like to share?

Examples:

- I use my intuition a lot to make decisions
- I am an INFP / INFJ cusp
- I don't like or drink coffee
- It matters to me when people remember my birthday/work anniversaries
- It matters to me when people publicly acknowledge my contribution to a project
- Actions speak way more than words in my book
- I'm not very expressive, so people can interpret that as grumpy or they find me hard to read. If I am not happy I will say, so otherwise assume I am fine!
- Fairness really matters to me. If I think someone is not being treated fairly, or someone is having an unfair impact on others, I will find it hard not to call out.
- I'm known for often being the one to name the elephant in the room or to ask the question nobody else feels able to ask. This is not a position I enjoy, and it can be very isolating, but because authenticity matters so much to me it is almost like a reflex.