

## Employee's User Manual

**[Name] in a nutshell:**

What's important to me?	What's am I flexible about?	What do I do in my spare time?	What do I love?
<i>I would never...</i>	<i>Professionally I don't mind if...</i>	<i>I love to...</i>	<i>I really love...</i>
What working conditions help me thrive?	What do I look like when I'm in the zone?	What am I passionate about?	What do I look like when I'm stressed?
<i>I work best when...</i>	<i>When I'm working well I...</i>	<i>I get excited about...</i>	<i>When I'm stressed I...</i>
How do I like to be communicated with?	How do I like to communicate?	What do I need?	What do I struggle with?
<i>I like to be communicated by...</i>	<i>I value...</i>	<i>To work my best I need...</i>	<i>I could use support with...</i>
How do I like to receive feedback?	When to give me feedback?	What are my preferred working hours?	Other things to know about me...
<i>Give me feedback...</i>	<i>Give me feedback when...</i>	<i>I work best at...</i>	