



MY OWNER'S MANUAL

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: _____



MY OWNER'S MANUAL

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 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: _____

STRESS

I get stressed when: _____

You can tell because I: _____

The way you can help me is by: _____

MY PERFECT DAY

My perfect day at work

Starts with: _____

Has lots of: _____

Has a little: _____

Has a minimum of: _____

Ends with: _____

Other important things to know about me are:

