

Personal Operating Manuals

Customizable template

Personal Operating Manual: Brainstorm

Step 1: How to best describe me (my work style, what people misunderstand about me)

Circle or highlight all the phrases which apply to you.

Cautious	Relaxed	Persuasive
Deliberate	Personable	Expressive
Analytical	Competitive	Detailed
Formal	Tenacious	Direct
Curious	Diligent	Inventive
Inquisitive	Disciplined	Friendly
Precise	Purposeful	Flexible
Introverted	Systematic	Supportive
Extroverted	Driven	Focused
Compassionate	Resilient	Organized
Empathetic	Sociable	Creative
Encouraging	Passionate	Resourceful
Collaborative	Attuned	Intuitive
Patient	Enthusiastic	Logical
Courageous	Hospitable	Adaptable
Direct	Impatient	Argumentative

What other characteristics would describe/not describe you:

Step 2: My catchphrase (how to best communicate with me, how to help me)

Circle or highlight all the phrases which apply to you.

- | | | |
|-------------------------|---------------------------------|------------------------------------|
| Be well prepared | Give me time to respond | Be genuine |
| Put things in writing | Give me the high level overview | Be proactive |
| Give me the details | Be patient | Speak clearly |
| Be direct & concise | Get to know me first | Take time to listen |
| Focus on the results | Solicit & listen to my opinions | Be transparent |
| Always be honest | Be mindful of my time | Solicit input from others |
| Don't exaggerate | Challenge my opinions | Ask questions |
| Be patient & supportive | Talk to me privately | Embrace different opinions |
| Ask for my input | Talk to me in public | Celebrate wins |
| Be friendly | Give me feedback | Provide solutions |
| Be engaging | Allow me to give feedback | Suggest efficiencies |
| Be open-minded | Keep it positive | Share your innovations |
| | | I take too long to act or respond. |

What other phrases would describe/not describe my catchphrase:

Step 3: My Values (what I value, what I don't have patience for)

Circle or highlight all the phrases which apply to you.

Resiliency	Diversity	Coaching others
Curiosity	Honesty	Motivating others
Collaboration	Clarity	Protecting others
Grit	Creativity	Advocating for others
Positivity	Hospitality	Being acknowledged
Directness	Discipline	Being understood
Courage	Health	Being diplomatic
Compassion	Drive	Being vulnerable
Innovation	Adaptability	Seeing others learn
Resourcefulness	Kindness	Seeing others succeed
Inclusion	Having a growth mindset	Seeing others happy
Authenticity	Having diverse opinions	Talking over others
Transparency	Having equality	Avoiding conflict
Humor	Self-Serving	Passive-Aggressiveness
Safety	Ambition	Being condescending

What other words or phrases would describe/not describe my values:

Personal Operating Manual: Prompts

Reference questions and details

These prompts can give inspiration to help fill out your Operating Manual. You don't need to answer all the questions. Instead, look through the lists and see if any are particularly relevant to you and use them in formulating your responses.

My Work Style

- How would people who work with you describe your presence in the office?
- Are you introverted or outgoing at work, or something else entirely?
- What style of working gives you the most energy, or harnesses your passions?
- Are you led by logic or emotion; data or intuition?
- Do you gravitate toward thinking about the big picture or the small details?
- How does work fit into the rest of your life; is there a strong work-life divide for you, or do they run together?
- Of personality or “type-based” tests you’ve taken in the past, what do their results reveal about your approach to projects and work?
- If asked “what are you like at the office?” what would you say?

What I value

- What are some of the qualities of people you admire or strive to be like? (Those qualities are likely your values.)
- Think of your favorite person to work with – what qualities make them this way?
- What attributes do you seek in a team or in a manager?
- Are there any “deal breakers” that would cause you to leave a job? Knowing those may lead you to understand what you care deeply about.
- What actions display the opposite/flip-side of your values?

What I don't have patience for

- Think of the last time something or someone drove you crazy. What about the situation or person led you to feel that way?
- When you feel annoyed at work, what kinds of situations set you off?

- What else do you find hard to tolerate in people who you work with?

How to best communicate with me

- What levels of directness or tact do you strive for in your own communication? And what levels do you seek in others?
- Think of the best experience you had where someone gave you feedback. What did they do that worked well for you?
- What do people need to do to “really get through to you” with a message?
- Think of someone whose communication style drives you crazy. Use that to identify what you do seek in good communication.

What people misunderstand about me

- When people get a first impression of you, what do they frequently get wrong?
- What does your team probably not know about your inner workings that you wish they understood?
- When you think of how people would describe you at work, what's missing from their list?

How to help me

- Think of a time something got really hard for you at work. What could others have done to make that easier for you?
- What is a weakness you have, and how might others help you manage that?
- What are you insecure about at work? What things can your team do so that insecurity doesn't hold you back?



Personal Operating

Manual FirstName LastName

Operating/User Manuals are short, professional documents that aim to help teams learn how to work better together by offering an explicit description of one's personal values and communication styles.

My work style

- Statement 1
- Statement 2
- Statement 3
- Statement 4
- Statement 5
- Statement 6

How to help me

- Statement 1
- Statement 2
- Statement 3
- Statement 4
- Statement 5
- Statement 6

What I value

- Statement 1
- Statement 2
- Statement 3
- Statement 4
- Statement 5
- Statement 6

What I don't have patience for

- Statement 1
- Statement 2
- Statement 3
- Statement 4
- Statement 5
- Statement 6

How to best communicate with me

- Statement 1
- Statement 2
- Statement 3
- Statement 4
- Statement 5
- Statement 6

What people misunderstand about me

- Statement 1
- Statement 2
- Statement 3
- Statement 4
- Statement 5
- Statement 6