



My User Guide

My preferred communication style, methods, and other information on how to work best with me.



CHECKLIST + BEST PRACTICES



Name:

Title:

My working hours:

Mon.	Tues.		
Wed.	Thur.		
Fri.	Sat.	Sun.	

It's okay to contact me before and after these hours. Yes No

I am responsive on the weekend. Yes No

I am not available these times:

I am a:

- morning person
- night owl

My preferred communication method(s):

- Email
- Text
- Chat
- Voice Call
- Video Call

If it's urgent, please

My ideal working conditions are:

Totally Quiet Moderate Noise Loud and Social

Music On Off

TV On Off

I like to work around other people Yes No

I like to work alone Yes No

Headphones? Yes No

I work collaboratively independently

I like when co-workers:

I dislike when co-workers:

I am most productive when:



My primary learning style is (select one):

- Visual – learn by seeing
- Auditory – learn by hearing
- Read/Write – learn by reading and writing
- Voice Call
- Kinesthetic – learn by doing

I also learn by (select multiple):

- Visual – learn by seeing
- Auditory – learn by hearing
- Read/Write – learn by reading and writing
- Voice Call
- Kinesthetic – learn by doing



I live:

- Alone
- With roommates
- With a significant other
- With family
- Other

I am a caregiver and they may require my attention during the day:

Yes No

I have pets:

Yes No

Name, age, species:

My hobbies and interests are:

One thing people might misunderstand about me is:

Other random facts about me: