

One-Page Operating Manual

About You



What are your strengths? How can someone bring them out in you?



Think about the things that give you energy. Reflect on times you have felt “in flow” or “in the zone” - you were probably using your strengths.

What are your weaknesses? What tends to bring these out?



Think about the things that de-energise you at work or make you feel like you are not operating at your best.

How should people best communicate with you?



Do you prefer synchronous communication (i.e. live) such as phone calls? Or do you prefer asynchronous communication (i.e. non-live) such as email or text?

What are your pet peeves?



Reflect on the times you have felt most frustrated at work - these will give you clues as to what your pet peeves might be.

What do people misunderstand about you?



When has your behaviour or intentions been misinterpreted?

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About Your Role



What is the unique value of your role on this team?

What do you do bring to your team that no one else does? What is your special sauce?

What should you be paying attention to that no one else is?

Think about your strengths and how you best utilise them within your team.

What would we miss if this role wasn't here?

What would happen if you stopped working on the team tomorrow? What would be more difficult or worse for the team?

If any thoughts or realisations have come up while completing this, jot them here