

CHECKLIST +
BEST PRACTICES



My User Guide

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

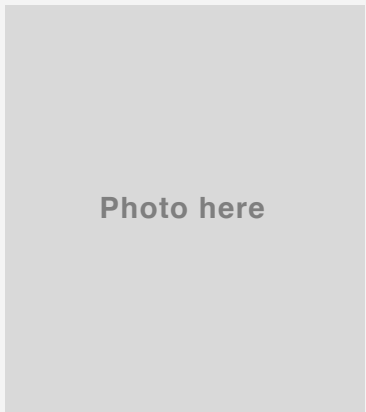


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Name: _____

Title: _____

My working hours:

M _____ T _____

W _____ R _____

F _____ S _____ S _____

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 User Guide

HOW TO COMMUNICATE
WITH ME



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
- 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
- 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

Names and ages:

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: