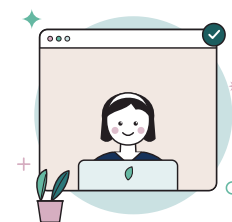


How I work, *a note for my team*

Fill it in with your own words. The examples are only there to get you going, so keep it short and keep it true.



NAME

ROLE

DATE

Working with me

01 I do my best thinking

E.G. On my own, usually in the morning. I often go quiet in meetings and come back with a proper answer the next day.

03 If you want my view in a meeting

E.G. Give me the question the day before.

02 The best way to reach me

E.G. Chat for quick things. A call for anything urgent. I check email twice a day.

04 When I go quiet, it means

E.G. I'm thinking. It isn't disapproval.

Under pressure, and what we owe each other

05 Under pressure, I

E.G. get shorter and faster. That's about the deadline, not about you.

07 What I need from you

E.G. Tell me when a plan is going wrong before it's late.

06 When you have bad news

E.G. Tell me early and tell me straight, with an example. I'd rather hear it on Tuesday than at the review.

08 What you can expect from me

E.G. A reply within a day, a decision when I said I'd make one, and credit by name.



Done? Ask each person on your team to write theirs, then swap them at your next meeting.