Purpose: The purpose of this document is to help ensure effective working relationships by starting with self-awareness, and by helping working groups understand each other. Once you're done, take another look at it. Think about a task or day or project that's going really well. I'm guessing you'll find a lot of the tasks you completed aligned with your own personal preferences.

How do I describe myself?

What is my ideal work environment (work and interaction with others)?

What is my ideal workspace (physical working conditions)?

What is my ideal work day (time of day, workload)?

How do I prefer to "send" information?

How do I prefer to "receive" information?

What communications do I shy away from, avoid, or dislike?

Am I generally a visual (pictures), auditory (sounds), or kinesthetic (sensations) thinker?

What are my pet peeves at work?

What is my natural learning speed or processing speed?

What is my natural attitude (glass half-full, glass half-empty), disposition (positive, negative)?