



COLLABORATION SUPERPOWERS

Work Together Anywhere



CREATE YOUR PERSONAL USER MANUAL



Create Your Personal User Manual

In this document, you will find instructions on creating your personal user manual.

Knowing what we need to be productive can help us do our best work and to design our lifestyles around the things we love the most. A personal user manual aims to help others understand us better so that we can collaborate more effectively.

Share anything that we are comfortable sharing with our colleagues and clients. It can include as much or as little as we like. The most important question to ask is **What might others need to know to collaborate effectively with us?**

[Start with the basics](#)

[List your communication preferences](#)

[Highlight your personal values](#)

[Outline your strengths and weaknesses](#)

[List your work preferences](#)

[Share more about you](#)

[Pro Tips](#)

[Examples of personal user manuals](#)

Start with the basics

- Where do you live? What time zone are you in?
- What are your working hours?
- What language(s) do you speak?
- What is your education/career background?
- Add results from your favorite personality tests (Enneagram, Myers-Briggs, Reiss Motivation Profile, etc.)
- Links to your social media (if you wish to share)

List your communication preferences

- What tools do you prefer to use when communicating with others?
- Are there any tools you cannot use when communicating with others?

Highlight your personal values

- Values determine why we make the decisions we do. Defining your personal values helps others to understand what motivates you intrinsically.





Outline your strengths and weaknesses

- What are you particularly good at?
- What do you really like doing?
- When do you do your best work?
- How do you express/show your appreciation to others?
- What areas are you still struggling with or improving? Note: Explaining one's "quirks" is not an excuse for bad or rude behavior (as Camille passionately writes about [here](#)).
- What happens when you get stressed?
- What might others misunderstand about you?

List your work preferences

- What is your role; what are your responsibilities?
- What does your ideal day look like?
- What do you need to do your best work?
- How do you signal to others that you need support?
- How do you like to receive feedback?
- Are there any tools you don't like or are not allowed to use for work purposes?
- How do you track your time/productivity?

Share more about you

- What does your home office look like?
- Favorite books, music, quotes, or movies
- Fun facts
- Who inspires you?
- What are your hobbies?



Pro Tips

1. There is no one right way to create a personal user manual. Choose a tool you feel comfortable with and is easily accessible to your colleagues and clients—for example: Google Docs or Slides, Confluence, Github, or Notion.
2. Think about what others need to know about working with you and start writing it down or drawing it. Share what you have written/drawn when you are comfortable with it! If you feel nervous putting it out in the world, share it with some trusted friends/colleagues first.
3. **Add a table of contents.** Help the reader to locate specific information they're looking for quickly.
4. Add images, graphics, and emoticons. Pictures can describe things better than words.

Examples of personal user manuals

- Lisette Sutherland - [What to know about working with Lisette](#)
- Miro template - [Create your user manual in Miro](#)
- Tahira Shameem - [Working with Tahira](#)
- Management 3.0 - [Personal Maps](#)
- Matt MacInnis - [little user manual](#)
- Claire Hughes Johnson - [unauthorized guide](#)
- Steph Smith - [personal user manual](#) (presentation style)
- Daniel Thomason - [personal user manual \(GitHub\)](#)
- René van Osnabrugge - [my user manual \(GitHub\)](#)
- Lily Konings - [How to work with Lily](#)
- Steven Sampson-Jones - [Manual of Steve](#) (infographic style)
- Andy Carolan - [My user manual](#)

