



Manual of Me

Whether you're new to a team or project, or simply want to give your colleagues more transparency around how you tick, use this template to create an internal cheatsheet that will help other teammates to know exactly how you prefer to work and communicate. Make sure to save it somewhere where everyone has access to it.

[Your Photo Here]

Things you should know about me

Conditions I like to work in

Things I need

When & how to reach me

What I expect from my colleagues

Things I struggle with