

Institute for Personal Leadership: Your User Manual¹

When a new individual joins your team, they may know very little about you. At that early stage, you are like a silhouette to them. Your User Manual is a way for you to add color and shading to this silhouette. It is a one-page blueprint that helps people fill in the blanks to solve the mystery of who you are.

10 QUESTIONS TO CONSIDER FOR YOUR USER MANUAL

1. What deeply-held principles and values impact your approach to work and relationships?
2. What do you appreciate the most about your organization, its culture and its people? What is the thing you are most keen to change or achieve for your team and for your organization?
3. What is the thing that motivates you the most about the work you do? What purpose are you deeply committed to serving at work?
4. What are some honest, unfiltered things that your team should know about you? What are your quirks? Are there some personal weaknesses that your team should know about you? What are you working on improving in yourself?
5. What are some perceptions people harbor about you that you want to clarify?
6. What makes you tick? How can people earn an extra gold star with you? What is the most effective way for your team to communicate with you? To work with you? To convince you?
7. Who is a leader you strongly admire? What is it about this leader that inspires you?
8. What conditions at work draw out the best in you? How do you tend to respond to tension and conflict? How do you strive to bring everything back to a positive and productive outcome?
9. What expectations do you have from people on your team about how they work and the deliverables they produce, so that they can be a high-performance team?
10. What's the most effective way for you to give and get feedback? How do you coach people to do their best work and develop their talents?

¹ This is based on the work of Adam Bryant, New York Times.