User Manual Template

Conditions I like to work in

* I like to have my own desk space for day-to-day tasks, but I like to work on white walls when it comes to planning.
* I prefer fresh air and a cool (lower temperature) and bright working environment (natural light preferred).
* I like to have background noise while I’m working, usually in the form of music or video straight into my headphones.

The times/hours I like to work

* I generally prefer a 9am - 5:30pm working pattern as it gives me some time in the evening to do my own thing.
* I tend to have the best focus just before and just after lunch.
* I don’t mind being contacted at any time, but the later in the day it is, the less likely you’ll get a response.
* Do Not Disturb is set on my phone from 11pm – 7am, and I rarely if ever check my messages at that time.
* I have no problem with booking things in my diary if I am free, my availability is public.

The best ways to communicate with me

* If it’s work-related, Slack or face-to-face communication is quickest.
* Texting is best outside of working hours.
* I never answer my phone unless it is urgent, but I will look at and respond to texts.
* My email inbox is usually up to date, but I rarely reply to emails unless necessary.

The ways I like to receive feedback

* Just be straight and honest with me.
* I prefer face-to-face feedback, and then documented somewhere afterwards (e.g. a follow-up email) as I tend to forget.
* All feedback is a learning process, so include examples and/or suggestions on how things could be improved/different for clarity.

Things I need

* I like ideation and the planning process within projects – a large whiteboard or wall, a lot of markers, and enough time to really map out ideas and discuss directions is what I enjoy best.
* I need time to reflect and think about next steps.
* I need enough creativity in my work to keep me motivated.

Things I struggle with

* Unnecessary process – I can understand the need for meetings to keep things in order, but too many of them can be a huge time-loss within a short-duration sprint, and both physically and mentally exhausting to deal with
* If I don’t understand the reasoning behind a requirement (the wider purpose), I find it difficult to agree with and engage with the tasks given
* Being naturally introverted, I don’t enjoy forced team-bonding exercises – I prefer to socialize in smaller groups and on my own terms, so being shoved into an escape room with my colleagues for a “team-bonding exercise” is not my idea of enjoyment

Things I love

* Being involved in all aspects of the creative and user experience research process
* I like to be involved with the work-in-progress process my colleagues are in, in order to see how others work, and to be involved in all aspects of our projects
* Doing work that takes me out of my comfort zone (eg innovative work in AR) is exciting and motivating

Other things to know about me

* I take a very logical approach to my ideas, based on my past experiences and my current skill set
* I prefer not to lead if I feel there is better and more qualified people to do so, but will lead if I must
* I don’t claim to know everything in the world, and I’m always looking to improve myself through self-learning and feedback
* I have no problem asking difficult questions in critiques, but it’s always with the reasoning that I want to understand the exact decisions behind something being done a specific way
* Actions speak louder than words
* I’m naturally introverted and aren’t comfortable with people until I’ve known them for a while – don’t take it as coldness, just shyness