

NAME:

DATE:

WHAT ARE YOUR COMMUNICATION BASICS?

TIMING – When is the best time to reach you? <i>(Typical schedule? Office hours? Early riser?)</i>
MODE – What is the best way to connect with you? <i>(E-mail? Text? Phone? IM? In-person? Virtual?)</i>
METHODS – What helps you make your greatest contributions? <i>(Overnight processor? Live Brainstormer? Numbers person? Visuals?)</i>
ENVIRONMENT – In what environment do you do your best work? <i>(Quiet & alone? Collaborative? Hustle & bustle? Headphones on?)</i>

HOW DO YOU MAKE YOUR GREATEST CONTRIBUTIONS?

I am energized by...	
I am most confident when...	
I get tripped up/slowed down by...	
When I'm overwhelmed or stressed, I need...	
You can show me that I matter by...	

WHAT DRIVES YOUR CONTRIBUTIONS?

PASSION & TALENT – What could you do all day, and your interest would only get stronger? What is your unique way of doing that?
PERSONAL CORE VALUES – What do you value most in your life? What actions define your highest priorities and purpose?

WHERE DO YOU NEED SUPPORT?

How do you communicate that you need help or support?
What contributions do you rely on others to make?