

NAME:

DATE:

WHAT ARE YOUR COMMUNICATION BASICS?

TIMING – When is the best time to reach you? *(Typical schedule? Office hours? Early riser?)*

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MODE – What is the best way to connect with you? *(E-mail? Text? Phone? IM? In-person? Virtual?)*

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METHODS – What helps you make your greatest contributions? *(Overnight processor? Live Brainstormer? Numbers person? Visuals?)*

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ENVIRONMENT – In what environment do you do your best work? *(Quiet & alone? Collaborative? Hustle & bustle? Headphones on?)*

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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?

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PERSONAL CORE VALUES – What do you value most in your life? What actions define your highest priorities and purpose?

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WHERE DO YOU NEED SUPPORT?

How do you communicate that you need help or support?

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What contributions do you rely on others to make?

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