WORKING WITH ME: A CHEAT SHEET

INSTRUCTIONS

*This exercise helps teams get in the mindset of the Platinum Rule by **helping others on your team understand how to work best with you**. The goal is not to vent, but to offer helpful information to colleagues, direct reports, and leaders. It's a cheat sheet, a "how to" for working with you.*

Step 1:

1. **What is the best way for people to communicate with you to get their message heard?**

2. **What's the most effective way for you to receive feedback,** especially constructive feedback?

3. **How do people earn your trust? How might they lose it?**

4. **What do you want to be involved in? What do you want to be excluded from** (when possible)?

5. **How do you like to be recognized?** How do you like to be appreciated?

6. **What is the most effective way to motivate you?** What makes work joyful for you?

7. **What stresses you out at work?** How do you destress?

8. **What gets in the way of your progress?** What do you do that gets in the way of your own progress?

9. **How can people avoid annoying you?** What's a working pet peeve? How might you annoy others?

10. **How do you like to learn new things?**

11. **What else is essential for people to know when working with you?**

12. **What's a key thing people should be aware of to better connect with you as a *human*** (not necessarily just leader or employee)?

Step 2:

*Based on the answers above, write between five and eight sentences describing **what's essential for people to know about working with you.** Position your preferences as a positive request to avoid being dismissive of other styles of working.*

For each answer, share:

- *The **WHAT** (be specific)*
- *The **WHY** (where you can)*
- *The **HOW** or **ACTION** you request of others*

Example:

"People always bring me problems to solve, fires that need to be put out, and that's ok. I would ask though, that if you're coming with a problem, try to come with an idea for a solution. It gives me something to work off of, and lets me know you've already put some thought towards resolving this issue before coming to me."