

“User Manual” for “Humans at Work”

The Individual “User Manual”



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"We don't buy a piece of software without a manual, yet we expect to collaborate perfectly with complex human brains without any instructions. This tool replaces 'mind-reading' with 'manual-reading'."

Why Everyone Needs One?

Most workplace conflict stems from a mismatch in expectations. One person thinks a "quick call" is helpful; another finds it an intrusive interruption to their focus.

The Goal: To reduce "Social Anxiety" and "Communication Friction" by being radically transparent about how we work best.



The "Personal Specs" Worksheet

Invite every team member to fill these out. There are no right or wrong answers only honest ones.

My "Deep Work" Window: (e.g., "8 AM – 11 AM. Please avoid booking meetings then.")

The Sensory Shield: (e.g., "If I have my noise-canceling headphones on, I am in focus mode, please DM instead of tapping my shoulder.")

The Instant vs. Asynchronous Balance: (e.g., "I love Slack for quick questions, but if it requires more than three sentences, please send an email so I can track it.")

Processing Time: (e.g., "I am an internal processor. If you ask me a big question in a meeting, I may need 10 minutes to think or follow up in writing later.")

How I like to receive feedback: (e.g., "Direct and in writing first so I can process the emotions privately, then a follow-up chat to discuss solutions.")

My Stress Signals: (e.g., "When I'm overwhelmed, I might get very blunt or stop using emojis. It's not personal; it's just focus.")

"The Five Favorites"

A "light" version to get teams started during a meeting.

Favorite way to start the day:	e.g., No meetings before 10 AM
Favorite way to be reached:	e.g., Teams DM
Favorite way to learn:	e.g., Watching a demo vs. reading a doc
Favorite feedback style:	e.g., "Give it to me straight"
Favorite way to recharge:	e.g., A 15-minute walk after a long call

Effective collaboration doesn't require identical working styles; it simply requires a clear understanding of each other's unique approaches.



Call us!

Email Us!

Join our network!

Thankyou!
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