

Ways of Working

Self-awareness, empathy, and clear communication help create workplaces where everyone can thrive. Use this worksheet to find what works best for you and share it with your team to better understand each other.

Name		Role/Position	
Date		Team/Department	
Working Hours			
Start time	End time	Time zone	Flexible hours:
Communication			
Please contact me this way first	If you can't reach me, try this next	Urgent communication protocol (e.g., text/call me directly)	
My response time expectations (e.g., emails answered within 24 hours)		My meeting preferences (e.g., video for complex questions, chat for follow-up)	
Feedback and Recognition			
How I prefer to receive recognition <input type="checkbox"/> Publicly <input type="checkbox"/> Privately		How I prefer to receive feedback <input type="checkbox"/> In real-time <input type="checkbox"/> In a one-on-one <input type="checkbox"/> Written <input type="checkbox"/> Verbal	
How often I'd like to receive feedback (e.g., weekly, after major projects)		My preferred style of feedback (e.g., direct/specific, positive reinforcement, constructive criticism)	
Task Management			
How I stay organized		How I prioritize tasks	
My preferred way to receive assignments (e.g., email, project management tool)		My approach to deadlines (e.g., prefer early submission, appreciate reminders)	

Boundaries			
My work-life boundaries (e.g., no work-related messages after work)		My availability outside working hours (e.g., emergencies only)	
My time off preferences (e.g., advance notice required)		Sensitive topics to avoid in communication	
Work Environment			
In-office, remote, or hybrid	My optimal noise level	My equipment needs	My lighting needs
My collaboration style (e.g., "I enjoy brainstorming sessions.")			
Self-Care Strategies			
My daily self-care routine (e.g., "I start my day with 10 minutes of mindfulness to focus and reduce stress.")			
My stress management strategies (e.g., "If I feel overwhelmed, I'll take a quick walk to recharge before continuing my work.")			
How I'd like to be supported during high-stress periods (e.g., "When under pressure, I appreciate a check-in to help me prioritize tasks.")			
Approach to difficult conversations (e.g., "I prefer to have tough conversations early in the day when I'm most alert and can handle them better.")			
Additional Notes			
Other workplace preferences or needs	My suggestions for enhancing team collaboration	My personal or professional goals	Other