

## Things I love doing at work

What makes work great for you, energises you or helps you be your best? Include the types of work you love.

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## The times/hours I like to work

Consider your energy patterns; what times do you do your best focus work, what times are best for meetings?

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## The best ways to communicate with me

Do you prefer instant messages or time to think? Do you prefer email over instant messages?

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## Things I need to do my work

What things are non-negotiable, like coffee, breaks or social interactions?

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## The conditions I like to work in

Think about environmental and social aspects, home or office working preferences, co-working and social interactions.

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## The ways I like to receive feedback

How do you like people to share feedback with you, directly, indirectly, in the moment, one-on-one or over messages?

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## Things I struggle with or don't like

What things do you find difficult, frustrating or demotivating at work?

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## Other things to know about me

Is there anything that could affect your mood or availability? Think about personal situations, commitments, or hobbies.

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