FIRST LIGHT
TIME MANAGEMENT COACHING

How to Work with Me

The purpose of this document is to share your unique working style with colleagues, making collaboration more intuitive and personalized. The benefits of completing and sharing this document are fewer interruptions during peak productivity times, faster problem-solving through aligned expectations, and stronger professional relationships built on mutual understanding.

Work Style & Availability

- My peak productivity hours are: _____
- Hours I protect for deep work: _____
- My regular personal commitments: _____
- Best way to reach me for urgent matters: _____
- Best way to reach me for non-urgent matters: _____

Projects & Collaboration

- How I prefer to receive new projects/assignments: _____
- My collaboration style (independent, collaborative, etc.): _____
- My approach to deadlines and priorities: _____
- How I make decisions: _____

Communication

- My preferred meeting style (in-person, video, phone): _____
- Meeting preferences (length, agenda, etc.): _____
- How you'll know when I'm stressed: _____
- What I appreciate most from colleagues: _____

Feedback & Recognition

- How I prefer to receive feedback: _____
- How I prefer to be recognized (public, private, etc.): _____
- Skills/knowledge I'm happy to share with others: _____

Personal Context

- Things that energize me at work: _____
- Things that drain my energy: _____
- My working style in 3 words: _____
- One thing people misunderstand about me: _____

Action Plan

Based on completing this worksheet:

1. Three things I will communicate more clearly to my colleagues:
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    -
    -
2. One boundary I need to establish or reinforce:
3. One thing I learned about my work style:

Want to scale this to your team through a Team Agreements Workshop?
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