

# User Guide Prompts

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## How would you describe your Workstyle?

- When there is an important job to be done, do you prefer to work with others, work on it alone, or a combination of these?
- When you feel stressed, how does that affect your behavior?
- When you feel in control of everything happening around you, how would you describe your behaviors?
- What is the speed at which you prefer to work?
- What is your ideal work environment?
- Do you prefer to work without stopping, take regular breaks, other?

## What is the best way for people to communicate with you?

- Do you prefer to have all of the details in advance or a clear high-level understanding with the details to come later?
- Would you rather have someone tell you something, show it to you, or give you written information about it?
- Do you like information in advance even if you don't need it? Or would you rather have information on a need-to-know basis?
- Would you rather people ask you questions or give you information as soon as they can – even if it is piecemeal? Or would you rather receive all of the information at once?
- When there's a problem, email or phone call?
- When it's good news, email or phone call?
- On what occasions do you prefer face-to-face?

## What do you value the most in people you work with?

- How important is it to you to be friends with your coworkers? Please elaborate.
- How important is strong work intensity in those you work with? Please elaborate.
- What is the number one quality you must have in order to choose to work with someone?
- How can someone earn your trust?
- How important is it to you to have a healthy sense of competition with others at work?
- If you were to describe the best person you ever worked with, what three words would you use to describe them?

## How can people help you be at your very best?

- When you need help, do you prefer:
  - Someone to roll up their sleeves and jumps in to help?
  - Someone to listen as you talk through the situation and come to your own conclusions?
  - Someone to ask you questions that make you think?
  - Someone to tell you what to do?
  - Someone to share a story of when they were in a similar situation?
  - Other?
- How much feedback do you like to receive from others?
- Do you want to receive feedback only when you ask for it? Or anytime?
- Do you want positive feedback? Constructive criticism? Both?
- If you want both positive feedback and constructive criticism, what ratio do you prefer?
- How do you want people to deliver information that is tough to hear?
- How do you want people to celebrate your success?

## What do people sometimes misunderstand about you?

- What surprises people to learn about you?
- What have you tried to be more of (examples – laid back, empathetic, etc.)?
- What does someone who is close to you at home know about you that someone at the office may not?

## What drives me nuts

- Thinking back to coworkers in your past, what drove you crazy?
- What is the number one way I could lose your trust at work?
- What do you believe brings a team down?
- What do you find is a natural turnoff when you are talking to someone new?
- What makes you feel powerless?
- What makes you feel disengaged?
- What makes you feel angry?