

# Tom Day's Manual of "Me"

How to get the best out of me at work

Name:



<b>This is what I'm like on a project</b> Warts and all; what are you like? Working on your own or as a team? A morning person or a night owl? Consider what you know and what others have told you. <b>Be honest.</b>		<b>I do my best work when...</b> What makes you happy? What brings the best out in you?	
<b>People say I'm good at...</b> What strengths do you bring to a team?	<b>The reason I come to work is...</b> What really drives you? Lofty ambitions please!	<b>I don't respond well to...</b> What gets your goat? What demotivates you?	
<b>I've got some stuff going on...</b> Is there anything going on that the team should be aware of?		<b>I know I have some things to work on</b> Things to watch out for so the team doesn't give you the wrong tasks	
<b>What do I want to get out of this project?</b> Any goals you want to achieve?			