**A BLUEPRINT TO HOW I WORK**

Your name here

Your logo here

Here’s a “quick start” guide for my team to know how to work most effectively together with me

**MY EXPECTATIONS**

**MY IDIOSYNCRASIES**

**MY WEAKNESSES**

**MY PROCESSES**

**e.g. HANDLING CONFLICT**

**e.g. REPORTING MISTAKES**

**MY VALUES**

**MY STRENGTHS**