

## Your Personal User Manual

Now that you have a better understanding of yourself and how you view others, use the outline on the following page to write your own “User Manual” to share with your supervisor and others with whom you relate in your work or ministry. These categories help ensure your colleagues (and you) understand not just who you are, but how to engage with you most productively.

We suggest organizing your thoughts with no more than four or five bullet points under each category and keep your outline to no more than one page in length. Be sure to include information you consider most important from both *The Birkman Method* and *Your Leadership Grip* reports to describe your personality, strengths, values, and workplace desires.

As you outline your manual, look back over your Grip-Birkman reports and consider these questions:

- Which activities energize me and which deplete me?
- What are my unique abilities, and how do I maximize the time I spend expressing them?
- What abilities or strengths can only be explained by my spiritual gifts?
- What do people misunderstand about me, and why?

Organize your personal “User Manual” using the outline on the following page. Although several points may overlap between sections, try to remain concise and specific.

# User Manual for \_\_\_\_\_



As you might be aware, I have recently spent time with a Grip-Birkman coach. Here is a summary of some of the most important things I have learned about myself and how you can help me to be my most productive self.

1. My Strengths and Gifts

2. What motivates me

3. How to best communicate with me

4. Things that may cause me stress

5. How to help me be effective

6. Biggest mistakes you can make with me