

Meyer's Management Models

87. Personal Quick Guide

How can I give colleagues quick insight into how to work with me?

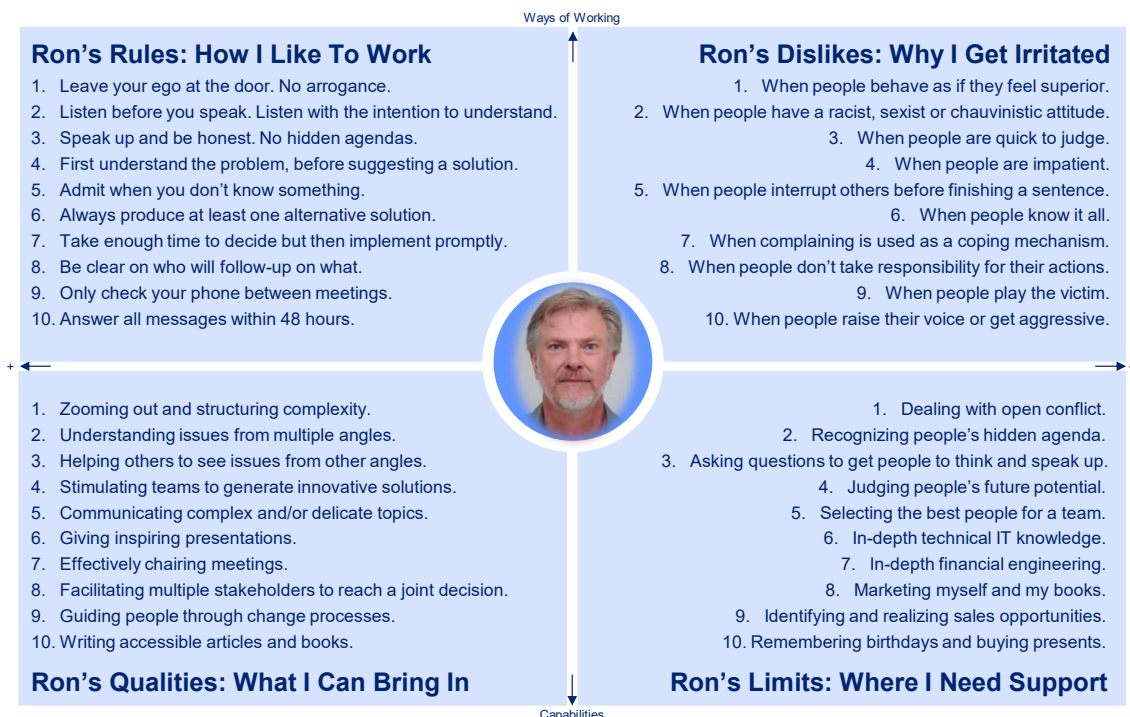
Key Definitions

A *résumé*, or *curriculum vitae*, is a document giving an overview of a person's past education, jobs, and accomplishments, as well as their qualifications and skills. It is used when applying for a job or new position and focuses on factual information about the person to date.

A *résumé* is not an introduction to explain how it is to work with someone. Limited information is provided about a person's strengths and weaknesses, and nothing is said about their preferred way of working. Generally, this insight needs to be discovered along the way.

Conceptual Model

The *Personal Quick Guide* is a simple template for providing new colleagues or partners with some first insights into how to work with you. It gives a quick introduction to your operational profile, by outlining your preferred ways of working (the top two boxes) and the capabilities you can bring to the table (the bottom two). Below is an example of the types of insights that can be shared with others, using myself as tangible illustration. The more specific your points, the faster others will start to understand how to engage with you. Note that identifying these 40 points not only helps others but also leads to increased self-insight as valuable spin-off.



Key Elements

The four categories giving quick insight into how to work with you are the following:

1. **Your Rules: How You Like To Work.** If you could set rules about how people around you should behave, what would these be? What do you believe makes working together

effective and efficient, but also what gives you energy and creates flow? Some things will be obvious to everybody (“speak up”) but you want to mention the preferences you have that are not universal (“give at least one alternative”) or that people find difficult to adhere to (“listen before you speak”). Know your unwritten norms and make them written rules.

2. ***Your Dislikes: Why You Get Irritated.*** What are your buttons that other people shouldn’t push? In some cases, these irritants will make you openly angry, which some socially-aware people will understand, but will baffle the less gifted, so it’s better to explain your quirks upfront. In other cases, you might not get angry, because of character or culture, but people’s behavior might still sap your energy and/or disrupt your workflow. Therefore, you need to share your “user’s manual” and help them to avoid short-circuiting you.
3. ***Your Qualities: What You Can Bring In.*** What are your distinctive capabilities that can be useful to others? On résumés people will often mention personal characteristics (“positive”, “team player”), but not specific abilities that can be contributed to the team. Most people find it difficult to recognize their own distinguishing qualities, because these skills are normal to them – as they are good at them, they find them easy to use. Therefore, you will often need to ask others to tell you what you are good at.
4. ***Your Limits: Where You Need Support.*** What are the areas where you need other people to help you out? No one is good at, or has energy for, everything. Yet it can be difficult to accept your own limitations and even more difficult to admit to the people around you that you need their support on specific topics. Still, recognizing your weaker points can be liberating to yourself, as you don’t have to keep up appearances, while showing others that you’re self-aware and only human, which will invite them to assist you where necessary.

Key Insights

- ***Your Personal Quick Guide is your user’s manual.*** Don’t you hate buying a complicated apparatus without a user’s manual and then spending months trying to figure out how it works? The Personal Quick Guide is such an “instruction book on one page”, giving the reader rapid insight into your do’s and don’ts, to speed up their orientation.
- ***Your Personal Quick Guide is complementary to your résumé.*** Just as a sales brochure and a user’s manual are different yet complementary, so too are your résumé and your Personal Quick Guide. Both help to get to know you, but the first is for the job application phase and the latter for the onboarding phase.
- ***Your Personal Quick Guide outlines your preferred ways of working.*** The top half of the Personal Quick Guide gives insight into the *process-side* of you – how you prefer to work, particularly in interaction with others. Sticking to *your rules* will facilitate your flow, while triggering *your irritants* will upset your flow. By stating these, you’re not demanding that people work the way you want but making clear how you will perform at your best.
- ***Your Personal Quick Guide outlines your capabilities.*** The bottom half of the Personal Quick Guide gives insight into the *input-side* of you – which capabilities you can or can’t bring to the job. *Your qualities* are your distinctive strengths, while *your limitations* are your relative weaknesses. By stating these you make it easier for others to know when to call on you and where they can pitch in to help you out.
- ***Your Personal Quick Guide also stimulates your self-insight.*** While the Personal Quick Guide is intended to give others insight into you, drawing it up often also gives you insight into yourself. To explain what makes you different, you need to reflect on yourself and determine where you’re not normal, that is, where you deviate from the norm. Coming up with four or five points is easy, but getting to ten really challenges your self-reflection.

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Insightful Tools to Kickstart Your Thinking

Publication Schedule

<i>July 2019</i>	<i>Mind the Gap Model</i>	<i>Change Management</i>
<i>August 2019</i>	<i>Digital Platform Map</i>	<i>Digital Strategy</i>
<i>September 2019</i>	<i>Interaction Pressure Gauge</i>	<i>Interpersonal Interaction</i>
<i>October 2019</i>	<i>Revenue Model Framework</i>	<i>Revenue Model Typology</i>
<i>November 2019</i>	<i>House of Engagement</i>	<i>Organizational Engagement</i>
<i>December 2019</i>	<i>Confidence Quotient</i>	<i>Trust Building</i>
<i>January 2020</i>	<i>Competition Tornado</i>	<i>Competitive Strategy</i>
<i>February 2020</i>	<i>11C Synergy Model</i>	<i>Corporate Synergy Management</i>
<i>March 2020</i>	<i>Leadership Fairness Model</i>	<i>Leader-Follower Interaction</i>
<i>April 2020</i>	<i>Strategic Agility Model</i>	<i>Strategy Process Approach</i>
<i>May 2020</i>	<i>Control Panel</i>	<i>Corporate Control Dimensions</i>
<i>June 2020</i>	<i>Rising Star Framework</i>	<i>Talent Management</i>
<i>July 2020</i>	<i>Strategy Development Cycle</i>	<i>Strategy Process Steps</i>
<i>August 2020</i>	<i>7I Corporate Center Model</i>	<i>Corporate Organization</i>
<i>September 2020</i>	<i>Storytelling Scripts</i>	<i>Leadership Communication</i>
<i>October 2020</i>	<i>Strategic Bets Framework</i>	<i>Strategic Decision-Making</i>
<i>November 2020</i>	<i>Rebound Model of Resilience</i>	<i>Organizational Resilience</i>
<i>December 2020</i>	<i>4C Leadership Capabilities</i>	<i>Leadership Competences</i>
<i>January 2021</i>	<i>Digital Product Model Dial</i>	<i>Digital Strategy</i>
<i>February 2021</i>	<i>Digital Distribution Model Dial</i>	<i>Digital Strategy</i>
<i>March 2021</i>	<i>Empowerment Cycle</i>	<i>Employee Empowerment</i>
<i>April 2021</i>	<i>Innovation Box</i>	<i>Innovation Approaches</i>
<i>May 2021</i>	<i>Knowledge Sharing Bridges</i>	<i>Best Practice Sharing</i>
<i>June 2021</i>	<i>Followership Cycle</i>	<i>Leader-Follower Interaction</i>
<i>July 2021</i>	<i>Everest Model of Change</i>	<i>Change Management</i>
<i>August 2021</i>	<i>Fruits & Nuts Matrix</i>	<i>Priority-Setting</i>
<i>September 2021</i>	<i>Powerhouse Framework</i>	<i>People & Organization Strategy</i>
<i>October 2021</i>	<i>Strategy Hourglass</i>	<i>Strategy-Making Steps</i>
<i>November 2021</i>	<i>Disciplined Dialogue Model</i>	<i>Interpersonal Communication</i>
<i>December 2021</i>	<i>Team Building Cycle</i>	<i>Team Building Process</i>
<i>January 2022</i>	<i>Market System Map</i>	<i>External Analysis Framework</i>
<i>February 2022</i>	<i>Strategic Alignment Model</i>	<i>Business Level Strategy</i>
<i>March 2022</i>	<i>Creativity X-Factor</i>	<i>Creativity Enhancement</i>
<i>April 2022</i>	<i>Organizational System Map</i>	<i>Organizational Analysis</i>
<i>May 2022</i>	<i>Corporate Value Creation Model</i>	<i>Corporate Level Strategy</i>
<i>June 2022</i>	<i>Change Manager's Toolbox</i>	<i>Change Methodologies</i>

July 2022	Sustainable You Model	Personal Sustainability
August 2022	Value Proposition Dial	Business Level Strategy
September 2022	The Tree of Power	Organizational Power
October 2022	Psychological Safety Compass	Team Dynamics
November 2022	Strategic Action Modes	Strategy Process
December 2022	Corporate Management Styles	HQ Management
January 2023	Thinking Directions Framework	Reasoning Skills
February 2023	5I Innovation Pipeline	Innovation Process
March 2023	Resistance to Change Typology	Change Management
April 2023	Ambition Radar Screen	Motivation Analysis
May 2023	Corporate Strategy Framework	Corporate Strategy
June 2023	Cultural Fabric Model	Organizational Culture
July 2023	New Pyramid Principle	Presentation Approaches
August 2023	Activity System Dial	Value Creation Analysis
September 2023	Customer-Centricity Circle	Organizational Design
October 2023	Status Snakes & Ladders	Leadership Branding
November 2023	Stakeholder Stance Map	Stakeholder Management
December 2023	Best Practice Sharing Modes	Sharing Methods
January 2024	Duty of Care Feedback Model	Feedback Method
February 2024	BOLD Vision Framework	Organizational Vision
March 2024	MOVING Mission Framework	Organizational Mission
April 2024	Leadership Circle Map	Leadership Skills
May 2024	Digitalization Staircase	Digital Strategy
June 2024	Time Management Funnel	Personal Time Management
July 2024	Wicked Problem Scorecard	Organizational Decision-Making
August 2024	Hunting & Farming Typology	Sales Management
September 2024	Guiding STAR Matrix	Objective Setting Approach
October 2024	Corporate Synergy Typology	Corporate Level Strategy
November 2024	Self-Centered Thinking Traps	Thinking Styles
December 2024	Sustainability Maturity Ladder	Sustainability Management
January 2025	Top Line Growth Pie	Growth Strategy
February 2025	Innovation Sins & Virtues	Innovation Management
March 2025	Interaction Drivers	Communication Determinants
April 2025	Frictionless Flow Framework	Customer Journey
May 2025	Five Phases of Change	Change Management
June 2025	Courageous Core Model	Leadership Behaviors
July 2025	Integration Zippers	Corporate Strategy
August 2025	Innovation Arena	Innovation Management
September 2025	Conversation Elevator	Communication Approaches
October 2025	5T SMART Plan	Strategic Planning

November 2025	Organizational Diamond	Organizational Design
December 2025	New Learning Curve	Personal Learning
January 2026	Strategic Assignment Matrix	Corporate Strategy
February 2026	Five Company-Centric Forces	Organizational Dynamics
March 2026	Personal System Map	Personal Development
April 2026	Resource Base Dial	Business Level Strategy
May 2026	Humanistic Organization	Organizational Paradigm
June 2026	Feedback Flavors Framework	Interpersonal Feedback
July 2026	Organizational Partnering Model	Interorganizational Relations
August 2026	Competence Guilds	Organizational Learning
September 2026	Personal Quick Guide	Personal Insight
October 2026	Double Diamond Problem-Solving	Strategic Thinking
November 2026	Quadruple Diamond Decisioning	Team Decision-Making
December 2026	Leadership Brand Model	Leadership Reputation
January 2027	M&A Clock	Acquisition Process
February 2027	Stakeholder Typology	Strategic Leadership
March 2027	Followership Fellows	Followership Types
April 2027	Synergy Value Matrix	Corporate Level Strategy
May 2027	Change Contracting Cube	Organizational Change
June 2027	Alignment Bridge	Cross-Unit Cooperation
July 2027	Personal Development Pathways	Leadership Development