

How to Handle Me Memo – INSTRUCTIONS

This exercise can serve as a valuable resource for colleagues, managers and direct reports in helping better understand one another – and ultimately, work better together.

There are no rules / right or wrong way to go about writing the memo; simply list off key things you feel your colleagues should know about you as it pertains to your work style. Some questions to consider are:

- How do you like to receive information (by email, text, phone or in person)?
- How do you prefer to receive constructive feedback/criticism?
- What is the best way to approach you with an idea?
- Do you mostly like to work individually or in groups?
- What helps you stay organized (daily/weekly/biweekly calls/meetings; getting calendar invites; taking notes)?
- What is the best way to motivate / incentivize you?
- Are you a morning or a night person?
- How can your colleagues cheer you up after a bad day?
- Do you have a hard stop to your day?
- Are you open to being contacted after business hours for work-related matters, or do you value your personal time too much to work beyond business hours barring emergencies?
- Do you have any personal mantras you like to live by?

Be as transparent and detailed as possible to ensure your colleagues truly grasp an understanding of how you best operate. Attached is an example memo for your reference. You'll notice this example has the author's added personal flair to offer a glimpse of their personality!

How to Handle X

With care. ☺

Kidding. Kinda.

How I'd like to be handled is quite simple. It's very much in line with the Golden Rule: Treat others as one would wish to be treated. I imagine everyone would like to be treated with kindness and respect. This applies to personal *and* professional matters.

But to put it in further context of my professional life, I would ideally like my colleagues, teammates, partners, media members and any other individuals whom I may come in contact with at work to preferably "handle me" with the following in mind:

- Greet me with a smile
- Spend a little time to make a personal connection (ask me about my day/weekend or tell me about yours)
- Let me know if/when I did something well or if I said/did something that you appreciated (I'm likely to continue or do even better if given positive feedback or reinforcement)
- Let me know if/when I didn't do something well and offer ways you think I can improve (but as kindly and respectfully as you can – I don't respond well to confrontation or aggressive criticism)
- Be mindful of my feelings (as a Cancer, I am sensitive and emotional by nature)
- Hear out my ideas (no matter how silly they may be)
- Collaborate with me (as they say, two heads are better than one)
- Ask me for clarification if there is ever a misunderstanding
- Know that I am not a morning person, despite my best efforts to change this; I'm more productive in the afternoons (after I've had my coffee)
- Come by my office and chat with me in person; I don't mind e-mail, phone or text, but I enjoy face-to-face interactions the most
- If my door is closed, I'm likely trying to power through some work with minimal interruptions/distractions, but never hesitate to knock if you need me
- When coordinating future plans with me, always send me a calendar invite or remind me to send one – it helps me stay organized (and prevents me from double-booking or forgetting)
- Feel free to contact me during non-business hours for urgent matters (as a PR professional, I know what I signed up for and am constantly checking work e-mails, especially in the event of a crisis); However, I am also working on valuing my personal/vacation time and would appreciate exhausting every other option before contacting me during my time off (barring emergencies)
- Listen to me rant or vent when I'm frustrated (happy to reciprocate if needed)
- Remind me not to be so hard on myself (I'm hands-down my toughest critic)
- Encourage me when needed
- Be patient with me (I learn quickly, but may physically work/move at a slow pace – some friends call me "turtle"...unfortunately)
- Forgive me when I make mistakes (I will try my best not to repeat)
- Be my friend (work is so much more fun when you're surrounded by friends!)
- Grab a drink with me after work (because sometimes, it's just that kind of day ... OK, maybe more than just sometimes!)
- Above all, respect me – even when you might not agree with me

And know that as a Golden Rule-abiding citizen, I will do the same when working with you. ☺