

# Manual of Me for the workplace

## Introduction

Welcome to Amaze Inclusion's *Manual of Me*. This tool supports neuroinclusive ways of working by recognising that people's brains work differently, and that those differences shape how we work, communicate, and collaborate.

A common assumption is that everyone processes and engages with work in the same way. In reality, workplaces are made up of people with different neurotypes, each with their own ways of:

- communicating
- processing and analysing information
- planning and organising work
- connecting with others
- focusing and engaging

The *Manual of Me* is a practical way to reduce guesswork and support better collaboration.

## Getting started

The *Manual of Me* works best when it is introduced as a shared team activity rather than an individual exercise. Framing it this way keeps the focus on how the team works together, rather than on any one person.

You might introduce it in a team meeting or suggest it to your manager as something the whole team can trial together.

**Note:** *This is not about capturing everything about a person, or creating a rigid set of rules. It is a practical guide to support better collaboration and teamwork.*

## For Managers

**Share your own first.** Completing and sharing your own Manual of Me makes it easier for others to share theirs. When you introduce it, explain why you are using it and how it will help the team.

**Make time for it.** Set aside time for people to complete their manual and discuss what has been shared, in team meetings or one-to-ones.

**Keep it current.** Return to each manual regularly, particularly during one-to-ones and when roles or responsibilities change.

## Creating a Safe and Respectful Environment

People should feel comfortable deciding what they share. Encourage team members to include only what feels relevant and comfortable for them.

Manuals are for the team's use only and should not be shared beyond it without explicit consent.

## Building More Inclusive Ways of Working

What people share in their manuals can point to practical changes in how work is structured, communicated, or delivered. Use those insights as a team to identify where small adjustments could make a real difference to how people contribute and succeed.

# Completing your Manual of Me

Use these prompts as a guide to completing your manual of me for work.

## About Me at Work

- What motivates me and what I care most about
- What a good day at work looks like
- What energises me and what drains me
- What people might not realise about me from my role alone

## Working With Me

- How I prefer to participate in meetings
- What good collaboration feels like and what helps me feel included
- The difference between helpful involvement and too much oversight
- How I prefer to navigate disagreement or conflict
- What supports me when things are unclear or workload is high

## How I Communicate

- My preferred channels and when to use them
- How I like to receive information (writing, verbally, visuals, notice needed)
- How much detail I need upfront vs. figuring things out as I go
- How I prefer to give and receive feedback, including formats or timing that help it land well

## How I Work Best

- Working patterns and environment that support my best work
- When I'm most focused and when interruptions are harder
- Typical weekly rhythms or availability to know about
- How I plan, prioritise, and get started on work
- What I need to feel confident making decisions
- Anything in my physical environment that really matters

## What I Bring to the Team

- My strengths and what I naturally gravitate toward
- Contributions that might not always be visible in my role
- The kinds of problems or work where I do my best thinking

## What Supports Me at Work

- One or two things others can do that make the biggest difference
- Well-intended behaviours that make work harder for me
- Anything else I'd like the team to know about supporting me well

## A Note on Flexibility

*Some of what you share may change depending on context, project stage, or workload. Note anything that is likely to vary, and consider how you will signal to the team when you need something different from your usual preferences*

# Manual of Me for the workplace

Name:

Pronouns:

1. About me at work

3. How I communicate

5. How I work best

2. Working with me

4. What I bring to the team

6. What supports me at work