



COLORADO YOUTH FOR A CHANGE

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CYC How to Work with Me Guide (HTWWMG)

The goal of this tool is to shift away from normative expectations that often align with white dominate culture – this creates the expectation that everyone is different and prefers to communicate and work in their own way. This tool provides information about each person’s drives, values, and conflict styles in order to support the growth of generative conflict. We encourage you to first fill this out honestly for yourself, and then think about if you would want to make any adaptations before sharing with your coworkers. **adapted from Spring Up <https://www.timetospringup.org>*

Section I – Calendar & Availability

1. Name:

Pronouns:

Additional Information About My Name (i.e. nicknames, meaning of my name, history of my name, pronunciation, etc.)

2. More information on my calendar (share more about what your workflow tends to look like over the course of a day, week, or based on the season; or to share days of the week or times of the year that may be more/less busy than others, etc.):
3. General hours of availability (what hours I typically work, what factors impact the hours I’m working, when I am more likely to write/respond to emails/teams/etc.):
4. My favorite form of communication is (email, phone, teams, text, meetings in person, etc.):

Section II - General About Me:

5. Some things that bring me joy (this may include parts of my work that I truly love and/or personal hobbies and interests):
6. My major commitments outside of work (other jobs/volunteer work, community commitments, caretaking, family, etc.):
7. Core identities that shape how I see the world (can be formal identity like race, or experience like survivor):
8. Some core values that shape my life and work are:



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Secion III – Feedback & Conflict

9. When sharing feedback with me (critical or affirming), please keep in mind:
10. My tendency is to provide feedback in these ways:
11. What is a negative story you tell yourself and what activates it?
12. What are warning signs that you are burnt out and stressed and what practices help you when you are feeling that way?
13. In collaborative relationships, I value:
14. My general approach to conflict is (are you direct, avoidant, accommodate other's needs before your own, etc.):