**Guest lecture “Tools and ideas for digital leadership in crisis situations”**

**Template “Digital user manual”**

Sabine Koke, Tribe Lead People at celebrate company (Germany)

Prof. Dr. Maximilian Wolf, University of Applied Sciences Albstadt-Sigmaringen (Germany)

This is a template for a personal user manual that will help your colleagues to work with you more effectively (in a digital environment). It is intended to increase understanding of you as a person and your actions. It will hopefully avoid confusion and frustration on the side of your colleagues.

Please complete the template in the areas marked in red with your personal data and thoughts

**Name:** Mr. John Doe

**Contact details:**

* +358 123 456 789
* john.doe@company.fi
* LinkeIn: [www.linkedin.com/john-doe](http://www.linkedin.com/john-doe)
* …

**What is my general working style?**

* I appreciate co-creating ideas in groups, but I also need time to introspect and reflect.
* I do my most productive work in the mornings. Which is why I prefer to use it for focused work and defer meetings to the afternoons.
* …

**How to best communicate with me (in a digital environment)?**

* Please be direct. If I don’t get your hint, I am probably not ignoring it. I most likely actually didn’t get it.
* My phone is always on mute. This allows me more focus time and being fully present in meetings and workshops. Leave a message and I will call you back when I have time to do so.
* …

**What do people misunderstand about me?**

* I am an introvert. I am not shy. I enjoy being part of a team AND I recharge my batteries and do a lot of mental work while enjoying solitude, ideally on a route up a mountain.
* I am a pragmatic idealist. I am idealistic about values and principles. I am pragmatic about practices and tools.
* …