

# Antonia's one page profile



## What people like and admire about me

Passionate about what she does

Efficient

Fantastically creative

Determined

Committed

My Myers Briggs: is ENFP. This means I am a people person; Have lots of energy for new projects; I am intuitive; I thrive on variety and my values are important to me.

## What is important to me....

I really care about what I do. I have a strong sense of social responsibility and the impact I can have. I need to know that what I am doing is making a significant difference.

I need to have all the necessary information at the beginning of any piece of work I'm involved in; then I enjoy thinking with other people before I go away to think on my own and for the information to gestate. I need to have bigger picture information, so I can ensure my contribution is effective.

I have high standards about any work I'm involved with. How a piece of work looks and maintaining a high quality of anything I work on is extremely important to me.

Developing and maintaining positive working relationships is something very important to me. Let me know if I have done something to upset you and I will endeavour to put that right.

I interact well face-to-face; other than that e-mail works for me. I am not at my best over the phone. I enjoy thinking together with people at the beginning of a project.

Mind maps are useful to me. I always have pens and paper near to me to capture and clarify my thinking.

I need to have time to dream. This helps me to visualise my future and plan my work accordingly. It's good to have time to do this every 2-3 months.

I prepare updates on a monthly basis for the Foundation. I speak to Jo on the phone every week; I meet with Helen when we need to, or if Jo is not available. I know I can speak with Lou as and when I need to. We do this both by phone and/ or e-mail.

## How best to support me...

I am great at beginning a project, but can start to lag somewhere in the middle. Remind me why I am doing what I am doing, what the purpose or outcome is and that my work is valued and has an impact.

It can be difficult for me to do my best work if I don't have time to think. Give me a deadline to work towards. Then I know I can plan to have the necessary thinking time before completing a piece of work to a standard I'm happy with.

Understand I need time to do my work to a high standard (see deadline setting and having time to think, plan and do my work). I enjoy being able to manage my time autonomously. I don't need micro-management, I prefer having planned thinking and planning sessions (e.g. once every 2-3 months with Helen or Jo), then accessing support as and when I need it throughout that time. If I need to, I will contact you to talk through what I am doing, as a thinking partnership.

Work with me to think about, develop and agree clear and defined aims and objectives for any projects. This enables me to measure my progress, have used my time productively and measure the success of the project.

I am at my computer from 9am. I start by having an hour to plan my day, over a coffee (white no sugar, with a full caffeine boost!). Ideally, I am contactable from 10am until 6pm. I am happy for you to contact me after 6pm, but before 9pm. I work Monday to Friday and my e-mail is [Antonia@helensandersonassociates.co.uk](mailto:Antonia@helensandersonassociates.co.uk).

Give me feedback and let me know how I'm doing; let me know when I'm doing something well, so I can keep doing it. Constructive criticism is fine with me; I need that information, so I can continue to strive to be as effective as possible in my work.

I think, plan and work at my best using visuals.