

# one page profile



**Louise**

## What others like and admire about me

- Supportive
- Loyal and dynamic
- A great listener
- Passionate
- Incredible integrity

## What is important to me at work

- It is an absolute to maintain a healthy home/work life balance. It is important to me to work between 8-10 paid days a month.
- I have 1 admin day per week. This is usually on a Monday.
- My family are my greatest priority and my work is very precious to me. I have family only time and do not work evenings, weekends or school holidays.
- I appreciate my work time being used productively and thoughtfully by others. It is important to me that I know my contributions are valued and included.
- I value team meetings and our time together.
- I can't bear being late. I find it totally unacceptable for me (this is not however, a reflection on you or your lateness).
- To be well prepared for my work. My preparation time and setting up/taking down rituals are extremely therapeutic as this is also my thinking time.

## How best to support me at work

- I need to 'see' ideas, using Pinboard/graphics as a productive way of sharing my ideas.
- To help my often overcrowded brain, it is helpful for me to have either written material or graphic representations at hand to help me focus.
- Be clear and specific about anything you want me to do, and give me a deadline if that helps you.
- Know that I value honesty and integrity. If I have upset you in anyway, then please tell me. I don't enjoy playing games/second guessing people and would much rather talk and sort it out.
- Know that I am extremely loyal and deeply value unconditional, trusting relationships with my work colleagues.
- That we communicate effectively. For me text, emails or face to face conversations work best. I am not a lover of long phone conversations, or playing telephone tag, however this does not mean I don't want to hear from you.
- I often find it impossibly stressful attempting to do things from memory. If you need me to check a diary date or commitment, I will not be able to recall it from memory, so either wait until I have my diary with me, or email/ text me a reminder.