

# My one page introduction

We often do not know enough of this information about the people we work with, and end up learning through “trial by fire.” By sharing what up front, we increase the likelihood that we understand each other, our unique motivations and perspectives and can work together more efficiently

## What people like and admire about me

Sometimes our reputations precede us, or we get known for a splinter skill or achievement (or not so positive quality).

This section gives people a glimpse at the bigger picture. It's the qualities that people who know and love us see that we want others to look for evidence of. Having this information helps us see each other holistically, not just professionally/clinically.

- Not disability related or “faint praise”
- Strengths, gifts, talents
- What do see in the person that you want others to look for?



## What's important to me

What truly matters to *the person* at school? At work?  
(EVEN IF OTHERS DO NOT AGREE)

What does *the person* like and love to do?

What drives *the person* to do the things he/she does the way he/she does it?

What is important to *the person* in other parts of their life that would help others understand them better?

What do they hope to accomplish?

Are there things about them that if others knew, they would understand better why they approach /school work the way that they do?

Are there things that *the person* wants to avoid, can't tolerate, or chooses not to engage in?

**Put enough detail that someone who does not know the person could understand and act on what is shared.**

| <b>Instead of this...</b> | <b>Write this...</b>  |
|---------------------------|---|
| “She loves recess”        | “Having time at recess without staff close by”                                |
| “Having control at lunch” | “Being able to take as long as she wants to eat, and choosing when she done.” |
| “Following her schedule”  | “Knowing what is coming next and when she can expect her next break”          |

## How best to support me

What is helpful? What is not?

What personal factors do you want people to understand so they understand how you show up to work?

What distracts me and how can others get me focused again?

What can people do to make your work together more productive”? What should they avoid?

Are there places where you need specific supports, but have not asked for in the past?

Do you have specific “buttons” that get pushed that could be avoided or handled differently if people had more information?

Do you have a specific weakness or area that others could help you address? (Give them permission and direction!)

**Put enough detail that someone who does not know the person could understand and act on what is shared.**

- I like to be involved as much as possible in discussions about activities, decisions, etc. even if I am not directly involved in the outcome.
- It is important for me to know if I've done anything wrong or annoyed anyone. I would rather be spoken to in private.
- Having enough time to process when I have to make a decision
- Quiet time every day to think and plan - I need this to function!

*one page introduction*

*What people like and admire about me*

*My  
Photo*

*What's important to me*

*How best to support me*