

Manual Of Me

Welcome to this friendly guide on how to collaborate effectively with me. While it's comprehensive, it's not exhaustive— I'm always open to discussion and adaptation.

Diese Seite gibt es auch auf [Deutsch](#).

Introduction & Caveats

Think of it as a user-friendly guide for understanding how I work best. Remember, everyone is unique, so while these tips apply well to me, always feel free to ask if something isn't clear.

Disclaimer: This manual represents my preferences and habits. What works well for me might not always work for you or apply universally.

I believe in transparency and direct communication, which is why I'm sharing these insights.

Language & Communication Background

- Native German (from North Rhine-Westphalia).
- Fluent in English, though occasionally my idioms or cultural references may not land perfectly. Please ask if anything is unclear.
- I appreciate quick reviews of critical documents to ensure clarity.

Values & Communication Style

- My humor is typically dry and sometimes dark, always focused on absurdities or situations—never targeted at people or their identities.
- I consciously ensure my humor remains inclusive and respectful. If it ever misses the mark, let me know right away.
- Working in international environments means my expressions might not come across as intended—please ask for clarification if something seems off or makes you uncomfortable.

- I have zero tolerance for [bigotry](#) or discrimination and will actively address any inappropriate behaviors I observe.
- I believe in actively supporting and protecting colleagues who face unfair treatment.

How To Communicate With Me

- I prefer instant messaging/chat for most communications, with the understanding that it's asynchronous.
- Being based in Germany/The Netherlands (CET/CEST), my "being available" hours might not align with yours—please be timezone-aware.
- Before scheduling meetings, consider if the matter could be handled via email or chat.
- If something is truly urgent, call me—I'll answer if I'm available and willing.
- [No "hello" messages](#)—please get straight to the point.
- [Don't ask to ask, just ask.](#)
- Use specific dates for deadlines (e.g., "by Thursday, Feb 22") rather than vague terms like "next week".
- Include all relevant information in your initial message.
- For email communication, be specific and precise with clear requirements and deadlines.
- [No "Need to chat" messages.](#)
- When meetings are necessary:
 - Schedule during core working hours, avoiding evenings.
 - Include clear agendas and expected outcomes.
 - Respect everyone's time by being prepared and focused.
 - Follow up with written summaries for important decisions or action items.
 - I encourage using "smart minutes" in meetings, especially ones with an LLM behind them that can be queried for more context or information from the transcript—including 1:1s.

Working Style Characteristics

- I balance a detail-oriented approach with practical outcomes. While I strive for excellence, I recognize when work is "good enough."
- Highly engaging tasks bring out intense focus and detailed results; less interesting tasks might require additional structure.
- I handle stressful situations calmly and effectively, focusing clearly on solutions.
- I enjoy solving problems, even if they extend beyond my direct responsibilities.
- The quality and speed of my work often correlate with how meaningful or interesting I find the task.

Environment & Work Preferences

- I'm comfortable switching between collaborative environments and focused solo work.
- I appreciate uninterrupted periods to tackle detailed or complex tasks.
- Administrative tasks and non-core work aren't my favorite and can be challenging to focus on. Gentle reminders help keep me on track.
- Friendly nudges are welcome if you notice a missed message or follow-up.

How You Can Help Me Succeed

- Provide sufficient uninterrupted time for complex projects.
- Keep administrative tasks minimal to help maintain my productivity.
- Involve me in brainstorming and problem-solving, as these activities motivate me.
- Allow me to work on technical challenges that interest me.
- Offer autonomy on projects I feel passionate about.
- For tight deadlines, help break tasks into manageable steps with brief check-ins.
- Check in if I become unusually quiet—I might appreciate some support or guidance.

What People Might Misunderstand About Me

- My communication style can very blunt and direct—it could be misunderstood as anger or frustration (it isn't).

- I have strong beliefs about data privacy and protection, technical quality, and professional ethics.
- While I hold strong opinions, I'm open to discussion and different perspectives when backed by sound reasoning.

Feedback Preferences

- I appreciate direct, constructive feedback that is specific and actionable.
- For significant feedback, I prefer receiving it during scheduled one-on-ones rather than impromptu conversations.
- If something isn't working, I'd rather know sooner than later so I can adjust course.
- For technical feedback, I value detailed explanations and clear reasoning behind suggestions.
- When providing feedback about my work:
 - Focus on specific behaviors or outcomes rather than general statements.
 - Provide examples where possible.
 - Suggest clear paths for improvement.
 - Be direct but professional—I can handle constructive criticism.
- For collaborative projects, I welcome ongoing feedback to ensure we're aligned with expectations and goals.

Conflict Resolution

- I strongly prefer direct, person-to-person communication for addressing issues or misunderstandings.
- Don't talk about people behind their backs—address concerns directly with the person involved.
- I'm open to feedback and clarification about my communication style.
- Give direct feedback if my humor or communication style ever causes discomfort.

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