

# ALL ABOUT ME



[Insert Name]

My Mission/Motto/Mantra: XX

## My Style

[Insert personality Type]

StrengthsFinder Top 5 Themes

- XX
- XX
- XX
- XX
- XX

[Type of] Communicator

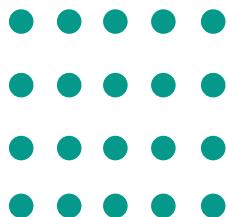
## What I Value

XX

XX

XX

XX



## What Makes Me Happy

- XX
- XX
- XX
- XX
- XX

## Contact Me



XX



XX



XX



XX

## Barriers to My Success

- XX
- XX
- XX
- XX
- XX

## Interests

[Insert icons related to your interests]

# Instructions for All About Me

Use the following to help create your own All About Me self-awareness manual.

**My Mission/Motto/Mantra** – Think about what you believe in and what you want to do. It could be your own mission statement, a motto you like to use to define your beliefs, or something you like to say to energize you.

- You can use this blog to help you create a personal mission statement - [How To Write A Personal Mission Statement \(with Examples\)](#)
- If you have a motto or mantra that you use or say – you could also insert it here. If you aren't sure, check out this article about mottos ([Famous Mottos: 10 ways short life quotes can help you succeed](#)) or this one about mantras ([32 Career Mantras That Will Inspire You at Any State of Your Career](#)).

**My Style** – This section is made up of your personality type, leadership strengths, and communication style. Each provides a look at your character and personality, but don't let a "test" define you. Rather use the information to help you understand yourself.

- Personality Type – Different psychological classifications/traits – most common classifications are from Myers-Briggs based upon Carl Jung's theory. ([16 Personalities](#) (Free))
- Where you focus your attention – Extraversion (E) or Introversion (I)
- The way you take in information – Sensing (S) or INTuition (N)
- How you make decisions – Thinking (T) or Feeling (F)
- How you deal with the world – Judging (J) or Perceiving (P)
- Strengths - Based upon years of research, Gallup came up with 4 "themes" of human behavior: strategic thinking, relationship building, influencing, and executing ([Gallup - CliftonStrengths](#))
- Communication Style – We all communicate differently. Some of us go with our "gut" while others need the data and details to make a decision.
  - [Which of These 4 Communication Styles Are You?](#) (Free)

**What I Value** – It's important to understand what you value and make decisions based upon your values. The following links provide different exercises that will help you determine the values that resonate with you:

- [My Self Values Exercise](#)
- This article provides more context and information about the importance of identifying your core values [How To Discover Your Personal Core Values \(And Why You Must!\)](#)

**What Makes Me Happy** - Think about what makes you happy at work and create a list

**Contact Me** – How do you and your team connect with each other? What works best for you in different situations. For instance, if there is an emergency, do you want a text, an email, a phone call, etc.?

**Barriers to My Success** – What gets in your way at work

**Interests** - In Word, go to the Insert tab, choose icons, and look for icons you enjoy doing. For instance,



When you are done, change the **red text** to black. If you have problems with spacing, the template is actually in a "hidden" table. Go to a cell in the table, select Layout tab, click on View Grids – you can fix formatting here.