**Personal User Manual**

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**Name:** Alex Johnson

**Role:** Project Manager

**My Style:** I value clear communication, efficiency, and respect for everyone’s time and contributions. I'm results-oriented but believe that a positive team environment and well-being are key to achieving our goals.

**What I Value:**

* **Honesty and Transparency:** Open communication about successes, challenges, and feedback.
* **Responsibility:** Owning up to our tasks and responsibilities, and openly communicating about any hurdles.
* **Innovation:** Creative solutions and new ideas that can improve our work.

**How Best to Communicate with Me:**

* **Email for formal requests** or when documentation is needed.
* **Instant messaging for quick questions** during work hours.
* **Face-to-face or video calls for complex discussions**, preferably scheduled in advance.

**My Pet Peeves:**

* Last-minute requests without prior notice, unless it’s an emergency.
* Meetings without a clear agenda or purpose.

**How to Help Me:**

* **Be proactive:** Share potential problems or ideas for improvement early.
* **Be prepared:** Come to meetings with solutions, not just problems.

**What People Misunderstand About Me:**

* My directness is often mistaken for impatience. I strive for clarity and efficiency but always value others’ perspectives.

**Personal Interests:** I enjoy hiking, reading historical fiction, and experimenting with cooking international cuisines. I believe in a healthy work-life balance and encourage my team to pursue their interests outside of work.