

# Getting started with One Page Profiles



## What people APPRECIATE about me

This section is a list of your positive qualities

WRITE THEM HERE .....

A list of your characteristics that people value and appreciate about you.

### USEFUL QUESTIONS:

- What do people thank you for?
- What characteristics do people admire about you?
- What would your partner, family and best friend say they love or value about you?
- What is the best compliment you have been paid?
- What do you think your best qualities are?



## How to SUPPORT me

This section is what others need to know or do to support you to be at your best

### USEFUL QUESTIONS:

- Think about what a good day is like for you at work, and a bad day as well
- Is there anything that other people need to know or can do to help you have more good days and less bad days at work (within reason!!)?
- What makes you feel better when you are stressed, unhappy or unwell?
- What can others do to help when you are stressed or unwell?
- If someone was new to your work, what would they need to know or do to be able to get on really well with you?

..... WRITE IN HERE

## What is IMPORTANT to me

..... WRITE IN HERE .....

This section describes what really matters to you - the people, places, routines and aspects of your life that reflect who you are, and what is important to you.

### USEFUL QUESTIONS:

- Who are the people who mean the most to you? How often do you see them? When? Where?
- What would you never leave home without?
- What do you always carry around with you in your bag or pocket?
- What would you usually do each week, weekend and miss if you could not e.g. TV programmes, hobbies, interests, people you see, places you go?

### USEFUL QUESTIONS:

#### PEOPLE

- Who are the people who mean the most to you?
- How often do you see them? When? Where?

#### IF I COULD...

- If you had a whole day to do whatever you wanted – where would you like to go?
- Who would you spend it with?
- What would you do?

#### I USUALLY... I ALWAYS...

- What does your typical week look like in the evenings?
- What would you usually do each week and would miss if it did not happen? e.g. TV programmes, hobbies, interests, people you see, places you go?

#### FAVOURITES

- What is your favourite way to spend a weekend?

## What next

Look back at your first draft

Now that you have some ideas and notes, start creating a detailed One-Page Profile. Go from one word to detailed bullet points (it cannot be too detailed)

- **INSTEAD OF** just 'family' write – my partner Dave, and his daughter Lucy, and grandson Oliver. We have Sunday lunch together each week without fail.
- **INSTEAD OF** 'Communication' write – email works best for me to stay in touch, I check it everyday at 8am
- **INSTEAD OF** 'holidays' write – getting a week in sun every year when I can afford it - usually Spain in August.

# One Page Profiles



A good one-page profile makes you feel like you have met the person, just from reading it. Check your one-page profile is the best it can be.

1

## Is it detailed?

Great one-page profiles go beyond one or two words, they explain how often, who with, when and where too.

**Instead of this – "cycling"**  
**It is better to write this - "My bike and the freedom it gives me. I aim to get out on it three times a week for a minimum of at least 20 minutes but a full hour of cycling is best."**

2

## Is it specific?

Look out for the word 'regularly' – it could mean daily, weekly, monthly or annually.

**Instead of this – "going swimming regularly"**  
**It is better to write this - "To go swimming every Monday evening with my friend Susan, and then to have a cappuccino in the cafe afterwards for a good chat."**

3

## Could you use it?

The 'how to support me' section should give you good specific information, so that if you had to support that person, or be part of their team, you would know exactly how to do this well.

"I do not like wasting time - if you are going to be late, please let me know."

"I don't like to be rushed, so give me time to answer questions. If you think I haven't understood, ask me again, but use the same words."

"When I am anxious I squeeze my hands together tightly. If you notice this, give me my stress ball and that will help me to relax."



# Now check...

You know you have a great one-page profile, when you could take the name and photo off the profile and people would still recognise the person from the information on it. Try it out and see for yourself!