

Name

Write the name as the person wants (e.g. Penny Smith instead of Penelope). If it's really important to include the person's full name, then write Penelope 'Penny' Smith, or put the nickname in the important to section.

Photo of me

A one-page profile should include a clear and current photograph of the person. This makes it more personal and is particularly helpful if the profile is going to be shared with people who don't know the individual well.

What people like and admire about me...

This section is the positive characteristics, qualities and talents that the person has. It can also be called 'like and admire'.

It is not a list of accomplishments or awards, it reflects what others value and appreciate about the person.

It needs to have strong, positive statements, and not 'usually' or 'sometimes'.

What is important to me...

This is a bullet list of what really matters to the person from their perspective (even if others do not agree). It is detailed and specific. This section needs to have enough detail so that someone who does not know the person can understand who they are. It is not a list of likes and dislikes, it reflects what and who is most important to the person.

The detail is crucial – it should not be a list of one-word bullet points like 'having fun' and instead have the detail explanation of what that means to the person, for example, "I enjoy harmless practical jokes and time to sit and relax with people over lunch or coffee". It should not include 'regularly' as this means different things to different people, instead, say specifically how often – daily? weekly? monthly?. Rather than saying 'friends' or 'family', write people's names.

It could include:

- Who the important people are in the person's life, and when and how they spend time together
- Important interests and hobbies, and when, where and how often these take place
- Possessions that are important to the person
- Information about the rhythm and pace of life, and any important routines.

How to support me well...

This is a bullet list of how to support the person, and what people need to either know or do. It is not a list of general hints; it is specific enough that if you were suddenly in a position to support the person, you would know the most important things to do. It can include both what is helpful, and what is not.

Again, the detail is important, so that people would know exactly what good support looks like, rather than a list of short phrases.

Instead of 'stay positive', it is more helpful to explain what that means to the person, for example, "I am a glass half full person and it helps me enormously when people look for solutions and not problems. I find it very draining if I am the only optimist".