

# USER /

GUIDE



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“

**WHAT BOAT YOU  
ARE IN IS FAR MORE  
IMPORTANT THAN HOW  
HARD YOU ROW.**

”

- Charlie Munger



# 1/ INTRODUCTION

I believe that clear communication and mutual understanding are the key to any successful collaboration.

I wrote this user guide with two objectives in mind:

1. To enhance our collaborative efforts.
2. To help me maintain focus during our work together.

By writing down these guidelines and expectations, we can work more effectively as a team and make the most of our time. Additionally, having a structured guide can help me stay focused and ensure that I am fully engaged in my time at work.

This guide is a living document that will be updated as needed, so please feel free to provide feedback at any time.

Similar to all user guides out there, it is not mandatory to read my user guide. Whether you choose to read it or jump right into our collaboration is entirely up to you.

## 2/ COLLABORATION

- As a team, we spend a significant amount of time together, often more than we do with our families and loved ones. Therefore, I encourage us not only to focus on our work but also **take some time to connect and have fun together**. We can crack some jokes, grab a drink, or take a walk outside together to get some fresh air.
- Remember that **“the whole is greater than the sum of the parts,”** and we can achieve great things by working together and supporting each other. So, let’s put this into practice and foster a positive and collaborative team spirit.
- I also organise a team breakfast in the office whenever we have new colleagues or interns join our team. This is a great opportunity to introduce ourselves in a fun and relaxed setting.

## 3/ MEETINGS

- I like meetings to be **focused with a structured agenda**.
- I like **meetings to start on time**, and it frustrates me when people are late or don’t let me know they’ll be late.
- Please **avoid using phones and laptops during meetings** for purposes unrelated to the discussion at that moment. This helps to maintain focus and ensure that everyone is fully engaged in the meeting.
- Let’s **work together to make the meeting as productive as possible** by staying present and engaged.
- I always bring my notebook and pen to meetings and discussions; they’re like old friends to me (yes, you can call me old-fashioned 😊). They are essential tools that help me stay focused and engaged in the discussion. Taking notes not only keeps me on track during the meeting, but it also allows me to review and reflect on the discussion later on. In fact, my notebooks have become a valuable resource that I often revisit to re-read my notes as a way of reinforcing my understanding of the topics covered in meetings.

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**YOU CAN DESIGN AND  
CREATE, AND BUILD  
THE MOST WONDERFUL  
PLACE IN THE WORLD.  
BUT IT TAKES PEOPLE  
TO MAKE THE DREAM A  
REALITY.**

”

**- Walt Disney**

“

**FOR THE STRENGTH OF  
THE PACK IS THE WOLF,  
AND THE STRENGTH OF  
THE WOLF IS THE PACK.**

”

- Rudyard Kipling



## 4/ THINKING

- Sometimes I feel like I have a tiny digestive system for plans, ideas, and suggestions. Just as a good meal needs some time to digest, I also need a little time to let those things sink in. So, don't be surprised if I ask for more time to chew on things before giving you my response!
- I appreciate it when you explain the reasoning behind your idea in our meetings or via email, in a presentation, etc.
- I may seem annoyed if I sense that you didn't spend enough time thinking things through, but I find it hard to voice this sometimes. Please call me out on it.
- Connecting your ideas to the bigger picture or productivity will help convince me.
- To optimise our team's efficiency, I encourage everyone to take a moment to reflect on possible solutions to their questions/problems before going to someone else. By first exploring possible solutions on your own, you can enhance our collaboration and productivity.

## 5/ EXPECTATIONS

- I have high expectations of those around me, but I know we all do things differently, and that's okay.
- I expect you to take care of your own time, but I understand that everyone has different priorities. Let's talk about it if you feel overwhelmed.

## **6/ 1:1**

- If you report to me, we'll have a biweekly 1:1 meeting lasting 30 minutes, during which you will lead the discussion. In case of urgent matters, I can always allocate additional time for them.
- I'm happy to chat about projects and work during our 1:1s, but it's not expected.
- 1:1s are the perfect time for feedback.
- If you're unsure about anything or have something on your mind, please don't hesitate to discuss it during our 1:1. "Good communication is the bridge between confusion and clarity" and I want to make sure that we're both on the same page. By addressing any concerns or questions, we can make our time at work easier and more productive.

## **7/ BRAINBOOTH AND HEROIC '30**

- I eagerly anticipate the biweekly opportunity to contemplate a hot topic and collaboratively brainstorm solutions during Brainbooth sessions.
- No ideas are considered foolish or unworthy.
- Heroic '30 serves as a brief update meeting, allowing colleagues to stay informed about each other's work.



**“IT IS DURING OUR  
DARKEST MOMENTS  
THAT WE MUST  
FOCUS TO SEE THE  
LIGHT.**

**”**

**- Aristotle**

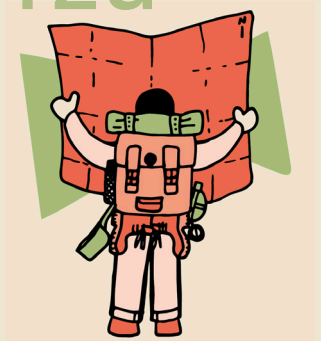
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**IN WINTER, PREPARE  
FOR SUMMER.**

**IN SUMMER, PREPARE  
FOR WINTER.**

”

- Art of War. Sun Tzu



## 8/ SCHEDULE

- I'm most productive in the morning and am usually in the office around 7:00.
- I schedule 1:1s on Wednesdays.
- I use Friday afternoons to prepare for the next week.
- From time to time, I work on things in the evenings and weekends, but I don't expect you to do the same.
- Just a heads up, I sometimes send you emails before or after work hours or invite you to meetings. But no worries, please don't feel obliged to respond if you're not working at that time. You can reply later.
- I should also mention that my schedule can be a bit unpredictable at times. For various reasons, I may have to reschedule our meetings or adjust my availability at short notice. I'm sorry for any inconvenience this may cause. Believe me, I don't like it either! But I'll always do my best to find a time that works for both of us.

## 9/ HOW I PREFER TO STAY IN TOUCH

- Don't hesitate to contact me whenever you need to! If you have questions or need my opinion, feel free to send me an email. If it's an urgent matter, you can call me or reach me via WhatsApp. I'll do my best to respond to urgent matters as quickly as possible.
- That said, I do have a bit of a preference for email. I like to keep things organised, so I have a folder for each of you where I'll save your emails once I've read them. That way, you can be confident that your message is being handled promptly and in a well-organised manner.

## 10/ MORE INSIGHTS ABOUT ME

- I'm a bit of a bookworm, and I love reading in my spare time. I might encourage others to pick up a book, too, because I think it's a great way to expand your horizons. But don't worry, if reading isn't your thing, just let me know and I won't keep bugging you with book recommendations.
- I also have a bit of an obsession with quotes, particularly those from Walt Disney. So don't be surprised if you hear me dropping a quote or two into conversations from time to time. We all have our little pleasures, right?
- Speaking of which, let's be real: nobody's perfect. We all have moments when things don't go the way we want them to. It's not easy to deal with, but it's a part of life. I certainly have those kinds of moments too. So let's all be aware of that and remember that tomorrow is a new day.

In conclusion, I hope this user guide helps us work together more efficiently and effectively as a team.

Communication is key, and I encourage open dialogue and feedback at any time. Let's not forget to have some fun and build relationships outside of work as well.

Remember, we all have different working styles and priorities, but with clear expectations and mutual respect, we can achieve great things.

Thank you for taking the time to read this, and I look forward to working with you!

A handwritten signature in black ink that reads "Anthony". The signature is written in a cursive, slightly slanted style.

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**TELL ME AND I FORGET.  
TEACH ME AND I  
REMEMBER.  
INVOLVE ME AND I  
LEARN.**

”

**- Benjamin Franklin**

“

**THE FUTURE BELONGS  
TO THOSE WHO  
BELIEVE IN THE BEAUTY  
OF THEIR DREAMS.**

- Eleanor Roosevelt

”