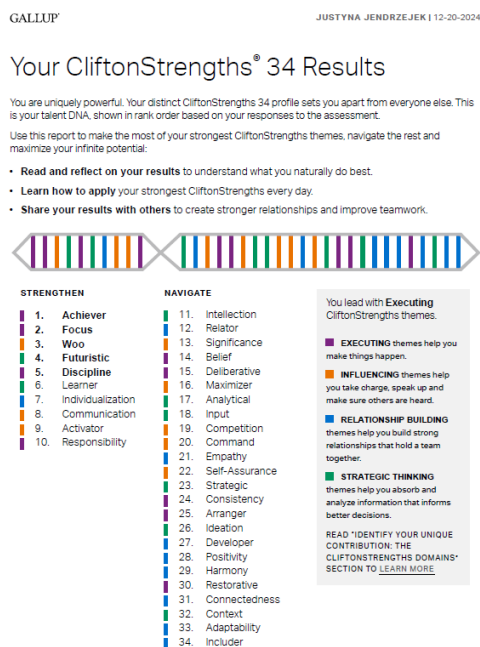


❖ Personal User Manual - Justyna Jendrzek

Last updated: May 2025

This document is a personal guide to working with me. It presents my values, my way of working, what drives me, and how best to communicate with me - not to idealize me, but to shorten the distance and create a safe, effective space for collaboration and relationships.

● My talents (CliftonStrengths)



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1. Achiever - Completing tasks drives me to take action.
2. Focus - I can set a goal and pursue it consistently.
3. Woo - I connect with people quickly and build relationships easily.
4. Futuristic - The future inspires me; I want to help create it.
5. Discipline - I value order and structure - they help me work effectively.

● A quote that guides me

"We must burn what we were in order to become Jung."

● **My WHY**

You do not have to be a professional. I can teach you the skills and tools. What matters most to me is a shared vision of the goal, aligned values, and a willingness to learn and act. My purpose is to support people in building inner strength through strategies that reinforce their sense of agency and help them use their unique resources.

● **My values**

- Intellectual humility in the face of the world's complexity
- Reliability is the currency of trust
- Self-awareness
- A focus on the present (the only thing I can influence)
- Tolerance
- Never stop growing

These values are my compass when making personal and professional decisions.

● **How to work best with me**

◆ **Punctuality and respect:**

- If you need to cancel a meeting, please let me know - ideally one week in advance.
- I accept same-day cancellations only for a serious reason.
- I am always punctual myself - I will probably arrive first anyway.
- Please do not be late - let us respect each other's time.

◆ **Rules of collaboration:**

- I will say it once - I will remind you only after the deadline has passed.
- We work like adults and take responsibility for our commitments.
- If you make hateful, insulting, or harmful comments, do not start working with me.

- The atmosphere at work is fundamental. I care about everyone's well-being - without hierarchy, because every role in a team matters.
- We work in a safe space, free from prejudice.
- I do not care what is on your head - what matters is what is in your head.

◆ **Communication:**

- You can message me even at 1:00 a.m. - I will reply in the morning.
- If you have questions, ask them without hesitation.
- I prefer things in writing - it is easier to return to them, because I probably have ten other projects running at the same time.
- I reply and call back as quickly as I can - usually within an hour.
- New technologies? I try, but I am no master.

◆ **Working style:**

- I need order - mess throws me off balance.
- I plan well in advance.
- When I say I will do something, I do it.
- I have no preference regarding the format of work - online or in person in Kraków. It's up to you.

◆ **Personal style:**

- I joke often - I love icebreakers!
- My clothes may be more formal than my personality - don't worry.
- If you do not know how to start a conversation: I like psychology, science, theatre, journalism, NGOs, and books.
- I use the pronouns you prefer. If I make a mistake, please correct me.
- I like voice messages - if that does not work for you, let me know.

● **Working hours**

- I am usually available from around 8:00 a.m. to 7:00 p.m.
- On weekends, meetings are online only
- In person: Social and Economic Innovation Cluster, Zabłocie 20.22, Kraków

● **My preferred tools**

Social media:

- LinkedIn - professional
- Instagram - professional/personal
- Facebook - professional
- Messenger - personal/professional
- WhatsApp - professional

Other tools:

- Miro
- Google Tools
- Skype
- Canva
- Slack
- Mail
- Figma
- Calendly
- Doodle
- Google Gemini
- NotebookLM

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● **To conclude**

This document is not a wall of rules - it is an invitation to openness and honesty. Collaboration is a relationship to me, and I want each one to be built on trust, ease, and mutual respect.

See you on our next project!