

Creating a Personal Biography Sketch

IT'S PERSONAL
(NOT) PERSONNEL

Leadership Lessons for the Battlefield and the Boardroom

"Introspection -- the observation or examination of one's own mental and emotional state, mental processes, etc.; the act of looking within oneself." Dictionary.com

Biography (BIO) Sketch: A document which focuses on who you are instead of what you have done. The sketch must be authentic (positives and negatives) and transparent to be effective.

Purpose of a BIO Sketch: To display transparency as a leader, make a personal connection with your people and help them understand you more holistically. The sketch will show more as a person than a manager or CEO or supervisor.

BIO Sketch Guidelines:

- Be honest! Do not create a sketch for someone you want to be but are not.
- Keep it short. Your subordinates will be turned off by a document exceeding 2 pages. The shorter the sketch, the more attention it will draw
- Be willing to share it with everyone. If you have created it for only a few people, you are being less transparent

The BIO Sketch Contents (note, this is a personal so adjust the content to fit to you and your organization):

- What passions defined you in your youth and how did it shape who you are today?
- What are your passions today and why?
- Traits, characteristics, culture
- Personality indicators. What best describes your personality?
- What is important to you in the position you hold?
- Share a life crucible and the effect it had on you.
- What are your goals in life (not specific to your duties)?
- How do you want to be remembered after you are gone from the organization? What would you want people to say about you?
- What are your dreams?
- What is it you would love to do before you die?
- What are your fears? What keeps you up at night?
- What sparks your anger?
- What are your strengths and weaknesses and how do you overcome them?
- How do you best operate and receive information? Group think? 70% solution type person? Details person? Are you more effective in the morning, afternoons?

