ADJUSTMENTS PREP

Name:

Date:

Plan what to ask for before you talk to your manager or HR. You decide how much you want to share.

1 What feels hard at work right now

Describe the situation, not a diagnosis. For example: “Long verbal briefings are hard to remember.”

2 Ideas I could ask for

Tick the ones that would help most, and add your own.

- ☐ Written instructions or meeting notes
- ☐ Meeting-free focus blocks
- ☐ A flexible start time
- ☐ A shared task-tracking tool
- ☐ A quiet space or noise-cancelling headphones
- ☐ Short, regular check-ins
- ☐ Big projects broken into milestones
- ☐ Some days working from home

3 How it helps the work

Link each request to results. For example: “With written briefs, I can deliver first drafts faster, with fewer revisions.”

4 Planning the conversation

Who I'll talk to: **When:**

What I'll share:

☐ Just what I need ☐ That I have ADHD ☐ More detail

We'll review how it's going on:

Rules on workplace adjustments vary by country and employer. Check your company policy, HR team or a legal adviser for what applies to you.

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