

Workplace Adjustments Starter Pack



Find the words to ask for what helps you work.



Identify one barrier, choose a practical change, prepare the conversation, and review what you learn.

STEP 1 · NOTICE THE PATTERN

Your one-page barrier map

Choose one recurring situation. Describe the work demand and its effect without needing to explain your whole history. Then notice what is already working and which conditions make the task more workable.

1. Situation · what is happening?

Where, when, with whom, or during which task?

2. Demand · what is the work asking?

For example: switching, filtering, remembering, responding quickly, or interpreting ambiguity.

3. Impact · what becomes harder?

Name an observable work effect: starting, accuracy, follow-through, communication, energy or recovery.

4. Existing strengths · what already helps?

Skills, strategies, relationships, tools or knowledge you can build on.

5. Conditions that help

What changes the cost by even 5%? Think about timing, information, environment, pace or predictability.

A useful next step

Turn the map into one small trial. A practical request connects the barrier, the proposed change and a way to assess usefulness.

Reminder: This is practical self-reflection, not diagnosis, medical advice or legal advice. A formal workplace process may require relevant information or disclosure; your circumstances and local rules matter.

Six practical adjustment ideas

These are examples, not prescriptions or guaranteed entitlements. Adapt the wording to the role and the outcome you need to protect.

01 · WRITTEN PRIORITIES **Keep decisions and next steps visible.**

Barrier: Spoken or changing instructions are hard to retain and reconstruct. **Proposed change:** End meetings or new tasks with a brief written priority, owner and deadline. **Assess usefulness:** Track whether you start the right task sooner and spend less time checking what matters.

02 · PROTECTED FOCUS TIME **Make space for concentration-heavy work.**

Barrier: Interruptions and notifications create a high re-entry cost. **Proposed change:** Trial a defined focus block with one agreed route for genuinely urgent requests. **Assess usefulness:** Compare completion, accuracy and recovery after the block with similar work before it.

03 · SENSORY ENVIRONMENT **Reduce avoidable input where the role allows.**

Barrier: Noise, light, movement or crowding reduces usable concentration. **Proposed change:** Use a quieter location, suitable noise reduction, or adjusted lighting for a named task. **Assess usefulness:** Note concentration, errors and energy after the task, rather than assuming one tool will suit every day.

Choose a starting point

Which barrier from your map is most specific, and which change could be tried without needing certainty that it is permanent?

Three more ways to shape the work

04 · MEETING AGENDAS **Make preparation and participation predictable.**

Barrier: Unstructured meetings increase processing pressure and make it harder to contribute. **Proposed change:** Share an agenda in advance, name the decision needed and send written actions afterwards. **Assess usefulness:** Notice preparation, participation and the clarity of follow-through.

05 · TASK-SWITCHING BUFFERS **Protect the transition between demanding tasks.**

Barrier: Back-to-back tasks or meetings leave no time to close one loop and begin another. **Proposed change:** Add a short buffer or agree what can move when an urgent task arrives. **Assess usefulness:** Review whether follow-up is more accurate and whether the next task starts with less friction.

06 · PREDICTABLE COMMUNICATION **Reduce uncertainty about how information arrives.**

Barrier: Last-minute changes or multiple channels make priorities difficult to track. **Proposed change:** Agree one primary channel, advance notice where possible, and a clear way to flag genuine urgency. **Assess usefulness:** Count missed changes, repeated clarifications and the time needed to reprioritise.

The goal is not to remove every demand. It is to make one part of the work more workable and learn from the trial.

My proposed change

Barrier I am addressing:

Change I want to explore:

Work outcome I will notice:

A short, functional request

You do not need a polished speech. Keep the focus on the situation, the work impact, a practical trial and a review point.

When [situation], I find [specific difficulty]. I work best when [condition]. Could we try [change] for [period] and review [outcome]?

Worked example · written priorities after meetings

“When decisions and actions are only discussed verbally at the end of a meeting, I find it difficult to retain which task is most urgent and I spend time reconstructing the notes. I work best when the key decision, owner and deadline are written down. Could we try ending project meetings with a short written summary for four weeks and review whether I start the agreed priorities more consistently and need fewer clarification messages?”

Worked example · a teacher’s protected planning time

“When planning is repeatedly interrupted between lessons and teaching responsibilities, I find it difficult to complete the next lesson sequence and keep up with assessment notes. I work best when I have a protected planning period with interruptions routed through the agreed cover process. Could we try protecting one planning block each week for a half term, around the existing teaching timetable, and review whether lesson preparation and assessment recording are completed more consistently?”

Draft your version

When [situation]...

I work best when [condition]...

Could we try [change] for [period] and review [outcome]?

A formal adjustments process may ask for relevant information. You can ask what is needed, why it is relevant, who will see it and how it will be handled. This workbook does not determine entitlement.

STEP 4 • TRY AND REVIEW

A two-week trial worksheet

Agree what you are trying, for how long, and what you will look at. A trial is information—not a promise that the arrangement must stay unchanged.

Change being tested	Trial dates
Work outcome to notice	Review date / people

Day	What was the condition?	What did I notice about the work?	Energy / recovery note
1			
2			
3			
4			
5			

Day	What was the condition?	What did I notice about the work?	Energy / recovery note
6			
7			
8			
9			
10			

You do not need perfect data; a few specific observations are enough to support a review.

What did you learn?

Review question	Notes
What became easier, clearer or more consistent?	
What did not change, or created a new difficulty?	
What should continue, adapt or be tested next?	
What will I take to the next conversation?	

Want a clearer picture of your personal patterns?

The [ZONE Profile](#) is a confidential, human-reviewed report exploring energy, stimulation, sensory environment, executive demands, communication, transitions and recovery. No formal diagnosis is required.

See the format first:

Read the [complete sample report](#) before deciding whether the Profile is useful for you.

Important scope note

This workbook is practical workplace support, not diagnosis, medical advice, legal advice or a promise of entitlement. Adjustments and accommodations depend on the role, workplace, local process and individual circumstances. A formal request may require relevant information or disclosure. Consider Acas, a union, occupational-health service, employment adviser or qualified professional for advice about your situation.

NeuroAdapt helps you notice patterns and prepare useful language. It does not decide what an employer must agree.

More practical reading: [Reasonable Adjustments for ADHD, Autism and AuDHD at Work](#) · [Sensory Overload at Work](#)