

Workplace Adjustments: A Menu of Options

Why this checklist exists

Everyone works differently. Some people process information better in writing. Some prefer quieter spaces. Some need more time to switch between tasks.

This checklist is a menu of ideas, not a form you have to complete. It is here to help you explore what could help you feel clearer, more supported and more productive.

You do not need a formal diagnosis to ask for adjustments.

Use it privately, with a trusted colleague, or in a conversation with your line manager or HR. You can tick boxes, write notes, or just use it to think. If you decide to move forward with any of the ideas, you can use the Health Adjustment Passport to record and agree next steps.

Workplace Adjustments Checklist

Use this checklist to explore, request or agree reasonable adjustments to support your working style and wellbeing.

You can tick boxes, leave sections blank, or add your own ideas.

1. Environmental and Physical Adjustments

- ☐ Quiet workspace or access to a low-stimulation area
- ☐ Noise-cancelling headphones
- ☐ Adjustable lighting such as softer lights or no fluorescent flicker
- ☐ Ergonomic equipment such as adjustable chair, keyboard or standing desk
- ☐ Consistent workspace such as avoiding hot desking
- ☐ Flexible dress code such as sensory-friendly clothing or shoes
- ☐ Temperature control such as desk fan or clothing flexibility

Notes:

2. Work Pattern and Scheduling Adjustments

- ☐ Flexible start and finish times
- ☐ Compressed hours, part-time role or job sharing
- ☐ More frequent short breaks
- ☐ Extended rest time between shifts or appointments

- ☐ Phased return to work after sickness or absence
- ☐ Option to work from home or use hybrid working

Notes:

3. Cognitive and Processing Adjustments

- ☐ Extra time to learn new tasks
- ☐ Tasks broken into smaller, manageable steps
- ☐ Visual planners, mind maps or checklists
- ☐ Time warnings or countdowns before switching tasks
- ☐ Adjusted performance targets that reflect individual needs
- ☐ Reduced multitasking expectations
- ☐ Support with planning or prioritising tasks
- ☐ Use of digital reminders or task apps

Notes:

4. Communication Adjustments

- ☐ Use of preferred communication method such as email instead of phone
- ☐ Written summaries after meetings or instructions
- ☐ Advance notice of meetings or changes
- ☐ Structured agendas shared before meetings
- ☐ Option to write responses to complex or sensitive questions
- ☐ Use of clear and direct language
- ☐ Regular clarity checks from manager or team
- ☐ Visual aids or diagrams used during discussions

Notes:

5. Support and Supervision Adjustments

- ☐ Regular one to one check-ins with a manager
- ☐ Workplace buddy or mentor
- ☐ Job coach or external support specialist
- ☐ Written feedback in addition to verbal
- ☐ Support or accompaniment in formal meetings
- ☐ Collaborative and flexible goal setting
- ☐ Encouragement to ask questions without judgement

Notes:

6. Additional Adjustments or Preferences

Use this space to add anything else that might help you work well, reduce stress or support communication.

Free space:

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