NeuroPathways CLINIC

Time for Thriving

My Work Manual

Name:

Role:

Date Completed:

The person/people I feel comfortable reaching out to at work are...

What helps me thrive

Sensory, communication, or focus challenges I navigate include... e.g. noise sensitivity, needing processing time

The workplace conditions where I do my best work are... e.g. quiet environments, natural light, flexible hours, a predictable routine

How I communicate best

When something is unclear, the best way to help me is... e.g. write it down, break it into steps, give an example

My preferred communication style is...

- [ ] Written over verbal
- [ ] Direct & explicit
- [ ] Structured agendas
- [ ] Time to think before responding
- [ ] 1:1 over group

How I manage my work

The tools and systems that help me stay organised are... e.g. colour-coded calendars, daily to-do lists, task apps, time-blocking

I work best when I can also build in... e.g. break between back-to-back meetings, a wind-down at the end of the day

My adjustments

Adjustments that genuinely support me are...e.g. written agendas in advance, a standing desk, a quieter workspace

Adjustments I currently have in place are... e.g. flexible start time, remote working, written briefs

What good looks like for me

My strengths are things like...

In my role, success looks and feels like...

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