Workplace Checklist For Individuals

Understanding Your Needs

- [ ] I know which workplace factors help me perform at my best.
- [ ] I can identify sensory, communication, or executive-function challenges.
- [ ] I understand what adjustments would support me.

Communication

- [ ] I communicate my preferred working and communication styles when comfortable doing so.
- [ ] I ask for clarification when expectations are unclear.
- [ ] I document important agreements and decisions.

Task Management

- [ ] I use organisational tools that work for me.
- [ ] I break large tasks into manageable steps.
- [ ] I have a strategy for prioritising competing demands.
- [ ] I schedule recovery time when possible.

Adjustments

- [ ] I know the process for requesting workplace adjustments.
- [ ] I review whether my current adjustments remain effective.
- [ ] I advocate for solutions rather than trying to mask difficulties indefinitely.

Wellbeing

- [ ] I recognise signs of overload, burnout, or shutdown.
- [ ] I have strategies for managing stress and sensory overwhelm.
- [ ] I know who I can approach for support.
- [ ] I maintain boundaries around workload and availability.

Shared Accountability (Employer & Employee)

- [ ] We discuss strengths as well as support needs.
- [ ] We agree on communication methods and expectations.
- [ ] We review adjustments periodically.
- [ ] We address barriers early rather than waiting for performance issues.
- [ ] We assume good intentions and seek understanding before making judgments.
- [ ] We focus on outcomes, inclusion, and wellbeing—not conformity.

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