

MAKE WORK FIT YOUR NEEDS

For ADHD and autistic women • Home, office, or hybrid work

Think about one part of your workday that has been difficult lately. You can write a few words, or talk it through with someone.

1. Think about a recent workday

Was there a moment when getting something done felt harder than it needed to? Maybe you were interrupted, trying to start a task, or sitting through too many meetings.

2. What was making it difficult?

Sometimes the problem isn't the work itself. It's everything you have to manage around it.

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| ☐ Noise, lighting, or too much going on | ☐ Interruptions or messages |
| ☐ Unclear instructions or priorities | ☐ Too many meetings or switching tasks |
| ☐ Trouble starting or knowing when to stop | ☐ Not enough time for breaks or meals |
| ☐ Trying to manage work and home demands | ☐ Something else: _____ |

3. What am I doing that others might not see?

Think about extra preparation, checking your work, hiding overwhelm, catching up at night, or needing time to recover afterward.

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Look for one adjustment that could help

4. What could make this easier?

Start with one situation. If messages keep breaking your concentration, would uninterrupted work time help? Could people contact you another way when something is urgent?

One change I'd like to try:

☐ I can try this myself. ☐ I would need someone else's help.

5. How could I ask for it?

Sometimes it's easier to explain what would help than everything you've been struggling with.

For example: "I'm having trouble concentrating when messages come in throughout the day. Could we try one uninterrupted work period and see whether it helps?"

What I'd like to say:

6. Did it help?

After trying a change, think about what was different.

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| ☐ The work felt easier | ☐ It took less effort |
| ☐ I had more time for breaks | ☐ It didn't make much difference |
| ☐ It created another problem | ☐ I haven't tried it yet |

Would I keep it, change it, or ask for something else?

You don't necessarily need to disclose a diagnosis to ask about an everyday change. Formal accommodations may involve a separate process. And some problems require changes to the workload or workplace, not just personal strategies.

This is a reflection tool, not a validated assessment. Background: Das et al. (2021), doi.org/10.1145/3449282.