**List of Workplace Accommodations for Neurodivergent Employees**

If you're neurodivergent, requesting reasonable adjustments can help create a work environment where you can thrive. Below is a detailed and list of accommodations, phrased in first-person, so you can use them as inspiration when making a request.

**1. Working Environment Adjustments**

* I would find it helpful to have a quiet workspace or noise-cancelling headphones to minimise distractions from background noise and conversations.
* I would like the option to work from home for part of the week to reduce sensory overload and travel-related stress.
* I would benefit from using soft/dim lighting or a desk lamp instead of overhead fluorescent lighting, which can cause sensory discomfort.
* I would find it easier to focus if I had access to a workspace with partitions or a hot-desking option in quieter areas.
* I need to be able to wear noise-reducing headphones or listen to music while working to maintain focus.
* I would like the option to adjust my workstation (e.g., standing desk, ergonomic chair) to reduce physical discomfort that affects my concentration.
* I would find it helpful if there was a dedicated quiet room or break space where I could go to decompress during the day.
* I would like to have a do-not-disturb system (e.g., a signal, status light, or policy) that lets colleagues know when I need focused work time.
* I would benefit from designated low-stimulation areas in the office where talking, loud noises, and distractions are minimised.
* I would like to reduce exposure to strong smells by requesting a fragrance-free policy or being seated away from strong scents (e.g., near the kitchen or high-traffic areas).

**2. Flexible Working Hours & Breaks**

* I work best with a flexible start and finish time to manage my energy levels and reduce the stress of commuting at peak hours.
* I would find it helpful to take short, frequent breaks rather than a single long break to regulate focus and avoid burnout.
* I need to be able to step away from my desk when overwhelmed without it being seen as unproductive.
* I would benefit from working reduced hours or having a part-time option, as full-time hours can be overwhelming.
* I would like to have the option to switch between tasks so that I can complete tasks at times when I’m most productive.
* I would find it beneficial to have a longer lunch break to give myself time to decompress before returning to work.
* I would like to have flexibility in scheduling meetings to avoid back-to-back appointments that can be mentally exhausting.
* I would benefit from having a predictable daily schedule with as few last-minute changes as possible.
* I would like to be able to take movement breaks throughout the day to help with focus and regulation.
* I would feel more comfortable if I could avoid certain peak work hours where the office is busiest or most overwhelming.

**3. Communication & Information Processing**

* I process information best when given written instructions instead of verbal instructions, so I can refer back to them when needed.
* I would find it helpful if important information was sent in advance before meetings so I have time to process and prepare responses.
* I need extra time to process and respond to questions in meetings to avoid feeling pressured to answer immediately.
* I would like to communicate primarily via email or messaging apps rather than phone calls or face-to-face meetings, which can be challenging.
* I would prefer if feedback was clear, direct, and provided in writing, so I can refer to it later and act accordingly.
* I need meetings to be structured with an agenda and to stick to the topic, as unexpected changes can be difficult to process.
* I would find it easier if we could agree on a set time for daily or weekly check-ins, so I can mentally prepare for discussions and avoid unexpected interruptions.
* I work best when given step-by-step breakdowns of tasks, as too many instructions at once can feel overwhelming.
* I would find it helpful if complex ideas were explained visually or broken into key points, rather than large blocks of text or long conversations.
* I learn best when tasks are demonstrated rather than just explained, as practical examples help me understand better than written or verbal instructions alone.
* I would prefer to receive reminders for important deadlines or tasks, as this helps me manage my workload more effectively.
* I find group meetings challenging, particularly when I am expected to contribute on the spot. I would prefer to be given the option to respond in writing, contribute in a follow-up email, or provide input through a document rather than being directly asked to speak in front of a group.
* I would feel more comfortable in meetings if I was given a heads-up before being asked to contribute, rather than being called on unexpectedly.
* I would benefit from having alternative ways to contribute in group discussions, such as using a chat function in virtual meetings, submitting thoughts beforehand, or providing input afterwards instead of speaking in real time.

**4. Task & Workflow Adjustments**

* I would be more productive if I could work on one task at a time rather than switching between multiple tasks throughout the day.
* I work best with clear deadlines and expectations, rather than vague or last-minute requests.
* I would find it helpful to have a project management tool to track tasks, deadlines, and priorities in a structured way.
* I would benefit from having an accountability partner or mentor to help check in on progress in a non-pressuring way.
* I would like to be given realistic deadlines with extra time if needed, as I sometimes take longer to complete tasks due to perfectionism or executive function challenges.
* I would find it easier to focus if I could have a day without meetings each week to complete deep-focus work.
* I would benefit from having a dedicated time-blocking system for structured work periods to prevent distractions.
* I would feel more in control if I had a predictable work routine rather than frequent unexpected changes in tasks.
* I would like to have the option to restructure my role slightly if certain tasks are particularly challenging due to my neurodivergence.

**5. Social & Workplace Interaction**

* I would feel more comfortable if I wasn’t required to participate in small talk or non-work-related social events, as they can be overwhelming.
* I would like to opt out of team-building activities that involve sensory or social demands, such as loud environments or high-pressure group tasks.
* I need to be able to leave social events or meetings early if I start feeling overwhelmed.
* I work best when given a clear structure for workplace social expectations, such as when and how to interact with colleagues.
* I would like to have a designated “point of contact” person who I can go to with questions or concerns, instead of having to interact with multiple people.
* I would feel more at ease if social expectations were clearly outlined, so I know when participation is optional.
* I would benefit from having the option to turn my camera off during virtual meetings when needed.

**6. Support measures**

* I would benefit from having regular one-to-one meetings with my line manager to check in on progress, clarify expectations, and address any challenges before they become overwhelming.
* I would find it helpful to have an appointed workplace mentor or buddy who I can go to for guidance, support, or informal check-ins, especially when navigating workplace expectations or changes.
* I would prefer a single point of contact for queries and support, rather than having to interact with multiple different people when seeking guidance.
* I would find it useful to have a designated neurodiversity advocate or HR contact who understands neurodivergent work needs and can help ensure that accommodations are implemented effectively.
* I would feel more supported if we could create a personalised workplace support plan that outlines agreed-upon accommodations, working preferences, and strategies for managing challenges.
* I would like to have structured feedback sessions rather than informal or unexpected feedback, so I can properly process and act on any necessary changes.
* I would find it helpful to have a clear escalation process in place if I need additional support or if my accommodations are not working as expected.
* I would like access to workplace coaching, training, or resources that help me develop strategies for managing executive function, communication, or sensory challenges in a professional setting.
* I would feel more comfortable if my manager and team received neurodiversity awareness training, so they understand different working styles and how best to support neurodivergent colleagues.
* I would benefit from a formal workplace review every few months to assess whether my accommodations are working effectively and if any adjustments are needed.
* I would like my line manager/ HR manager to inform my colleagues of my neurodivergent status and provide a general overview of differences this will make to how I work and the responsibilities I take on.
* I request that my neurodivergent status is kept confidential from my colleagues and I will share it as and when I feel it is necessary.
* I would like to have an alternative way to raise concerns that does not involve direct verbal confrontation, such as an anonymous feedback system or a designated email contact.

**Final Thoughts**

The accommodations you request should be **tailored to your individual needs**—you don’t have to ask for everything on this list. Instead, pick what is most relevant to you and adapt it to your specific work environment.