

### ***Workplace Accommodations:***

- \* Flex-time/Work at home
- \* White noise or quiet work area with minimum distractions (private office or conference room space)
- \* Organizational software, dictation software, clerical assistance
- \* Professional assistance: coach/organizer
- \* Frequent check-ins (planning sessions) with supervisor
- \* Skill development classes
- \* Audio or video equipment
- \* Written instructions
- \* Job restructuring or reassignment, elimination of non-essential tasks

### ***Factors Contributing to Workplace Success:***

- \* Walk in your co-workers shoes and be responsible with "shared" activities
- \* Match and mirror the organizational environment
- \* Systems/routines for handling emails, voice mails and snail mail
- \* Restraint of pen and tongue.
- \* Avoiding workplace gossip
- \* Good delegating skills
- \* Time management (Planning, scheduling, beepers/timers, and "to do" lists – schedule blocks of time that are uninterrupted. Organization (clutter control)
- \* Plan according to your energy levels
- \* Holistic approach (body/mind/spirit)
- \* Ask for and give deadlines
- \* A positive and flexible attitude (Positive self-talk!)
- \* Willingness to work longer and harder
- \* Self-awareness of strengths/limitations and learning style
- \* Advocacy skills
- \* Willingness to request help
- \* Self-awareness - Self-monitoring
- \* Commitment to consistency and follow through
- \* Emphasis on self-care (body/mind/spirit)
- \* Goal Setting (realistic goals) - Celebrate achievements
- \* Problem solving skills
- \* Look for ways to make your environment more structured with minimal distractions, and nurturing with positive reinforcements
- \* Enjoyment of leisure activities outside of work

