

WORKPLACE TIPS



Our Voices, Your Guide



by Neurodivergent Colleagues

Welcome

This guide was created as a key part of **NeuroNatter 2025**, developed in partnership with **Fife Centre for Equalities** and **Aileen Carson, Neurodiversity Coach**, and facilitated by the **Fife Health and Social Care Partnership (FHSCP) Partnership Equality Network**. It reflects a genuinely collaborative approach, bringing together lived experience and practical insight to better support neurodivergent colleagues in the workplace.

The content draws directly from the voices of neurodivergent colleagues who took part in the event. Within it, you'll find practical strategies, thoughtful reflections, and useful tips focused on wellbeing, focus, time management, communication, and navigating change.

Take what resonates, experiment with new ideas, and adapt the approaches so they work for you.

This is your guide, explore it at your own pace.



Starting Your Day

Self-Reflection Prompts

- What one thing can I do today to feel prepared and energised?
- What am I most grateful for right now?
- Which small action can help me start my day positively?

Helpful Habits from Neurodivergent Colleagues

- Establish a consistent routine and familiar structure.
- Include activities you enjoy early in the day, such as reading, music, or stretching.
- Spend time with supportive people to start the day positively.
- Prepare tasks or outfits in advance to reduce morning stress.
- Use reminders or alarms for key tasks to stay on track.

Self-Help Tip

Even small, consistent habits can improve mood, focus, and energy for the whole day.

Communicating Effectively

Key Practices

- Use clear, concise, and direct language.
- Explain your reasoning behind requests or decisions.
- Take notes or provide written summaries to reinforce memory.
- Be patient and allow processing time for yourself and others.

Techniques to Try

- Avoid complex jargon and ambiguous acronyms.
- Clarify expectations and goals before meetings or discussions.
- Agree on preferred communication channels (email, Teams, phone, face-to-face).
- Use visual aids such as diagrams or flowcharts.
- Summarise key points at the end of conversations or emails.
- Provide context for feedback, not just the instructions.

Understanding Your Style

- Writing can help organise your thoughts and reduce stress.
- Background noise can be distracting; find quiet spaces where possible.
- Eye contact may be overwhelming; adjust to your comfort.
- Small talk can be useful to ease into deeper conversations.
- Use active listening techniques like repeating back key points to ensure understanding.

Self-Help Tip: Ask about preferences and share yours; collaboration improves communication for everyone.

Managing Time and Energy

Strategies to Explore

- Break tasks into small, achievable steps.
- Use planners, calendars, alarms, and reminders.
- Schedule tasks when your energy is highest.
- Minimise distractions and create consistent, organised workspaces.
- Flexible start times can help manage energy and focus.

Daily Approaches

- Tackle simpler tasks first to reduce overwhelm.
- Plan deadlines and progress gradually, not all at once.
- Include buffers for unexpected interruptions or delays.
- Use time blocks for focused work, administrative tasks, or creative work.
- Monitor when you are most productive and schedule critical tasks accordingly.
- Accept that perfection is not always achievable; focus on what can be done.

Additional Tips from Colleagues

- Reward yourself after completing tasks to maintain motivation.
- Use visual timers or countdowns for task awareness.
- Colour-code tasks by priority or type in planners.
- Keep a flexible list of daily tasks and adjust as needed.
- Share workload preferences with managers or colleagues for better collaboration.

Self-Help Tip :Energy management is as important as time management; honour your limits and pace yourself.

Boosting Concentration

Understanding Focus Styles

- Work in short, focused bursts with breaks.
- Prefer low-stimulation environments.
- Use visual or audio aids instead of dense text.
- Schedule tasks according to personal energy cycles.

Practical Concentration Tools

- Use timers or alarms to structure work periods.
- Listen to white, brown, or instrumental noise if helpful.
- Use fidget tools, doodling, or note-taking to maintain attention.
- Minimise clutter and close unnecessary tabs or apps.
- Take regular movement or comfort breaks.
- Use dedicated spaces for different types of work.
- Divide large tasks into manageable steps and focus on one step at a time.

Additional Tips from Colleagues

- Experiment with music genres that help maintain focus.
- Plan work in alignment with medication or energy rhythms.
- Allow for reflection time to consolidate learning or complete thoughts.
- Identify tasks that require deep concentration and schedule them during your peak focus periods.

Self-Help Tip: Awareness of what enhances concentration empowers you to structure your work environment and schedule for success.

Adapting to Change

Self-Reflection Questions

- Do I understand the purpose and outcomes of this change?
- How much time do I need to process and adjust?
- What aspects can I control, and what can I accept?

Techniques for Managing Change

- Ask for clear explanations of what is changing and why.
- Focus on key changes rather than all details.
- Avoid unnecessary change for its own sake.
- Use clear and simple language.
- Seek information in multiple formats if helpful (written, verbal, visual).
- Regularly review and reflect on changes to track progress.

Personal Strategies from Colleagues

- Integrate changes into existing routines gradually.
- Focus on controllable aspects of the change.
- Seek perspectives from colleagues to aid understanding.
- Prepare in advance for major adjustments.
- Communicate openly about needs and reasonable adjustments.
- Use visual reminders or lists to track changes and progress.

Self-Help Tip: Change is easier to navigate when approached with a plan, patience, and a focus on what you can influence.

Using This Guide

- Explore each section at your own pace.
- Experiment with different strategies and note what works best.
- Adapt tips to your personal style.
- Share successful strategies with trusted colleagues to build a supportive environment.

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