

Workplace Accommodation Planning Worksheet

Why This Matters

Many people find it difficult to explain how cognitive changes affect their work, or to identify the kind of support that might help.

This worksheet is designed to help you think through your job responsibilities, identify the tasks that have become more challenging, and consider accommodations that may help you continue working successfully.

It can help you prepare before meeting with your employer. Consider completing the [NCDM Dementia Symptoms Checklist](#) first.

What You Need to Know

Reasonable accommodations are individual and specific. What helps one person may not help another.

Step 1: Think about a typical day at work and how it may look or feel different due to your cognitive changes. Consider keeping a journal that notes both what is working well and what has become challenging.

Step 2: If you could change one thing at work, what would it be?

Step 3: List any other changes you would like to consider?

Step 4: List the challenges you are currently facing at work.

Step 5: What would make your work less challenging?

Step 6: Keeping in mind your responses above, what "reasonable accommodations" might help alleviate these challenges?

Sample Workplace Accommodations

If you are experiencing...	You might consider discussing...
Word-finding or communication challenges	Written follow-up after meetings, agendas in advance, additional time to respond, one-on-one discussions
Memory changes	Checklists, written instructions, electronic reminders, calendars, notebooks
Difficulty concentrating	A quieter workspace, fewer interruptions, shorter meetings, scheduled focus time

Visual-spatial challenges	Improved lighting, clearly labeled work areas, a simplified workspace
Mental fatigue	Flexible scheduling, additional breaks, more demanding tasks earlier in the day
Difficulty multitasking	One task at a time, prioritized assignments, reduced interruptions
Slower information processing	Additional time to learn new tasks, written instructions, one-on-one training

Step 7: Identify the challenges and accommodations you would like to discuss with your employer (recognizing that you will likely not discuss each and every challenge with your employer).

Step 8: Prepare an agenda for your meeting with your employer.

In summary:

- Consider inviting a family member or trusted friend to help you prepare and attend the meeting with your employer.
- Complete the Dementia Symptoms Checklist, if you haven't already.
- Schedule a conversation with your employer.
- Bring your prepared agenda.
- Take notes during the meeting.
- At the conclusion of the meeting, repeat what was agreed upon.
- Ask for the next steps in writing, if appropriate.
- Prepare a thank you note that memorializes what was agreed upon during the meeting.

Noteworthy:

- Keep in mind that accommodations can be adjusted over time as your needs change.
- Your thank you note and other correspondence is your way of documenting that you have disclosed your disability and requested accommodations. Similarly, it documents what your employer has agreed to do.
- There may be financial, legal, or employment implications worth discussing with a qualified professional.