10 reasonable adjustments to support colleagues with ADHD

1. FLEXIBLE WORKING HOURS
Allow varied start / finish times to accommodate focus peaks.

2. QUIET WORKSPACE
Provide a low-distraction environment or noise-cancelling headphones.

3. TASK PRIORITISATION
Help break tasks into smaller, manageable steps.

4. FREQUENT BREAKS
Encourage short, regular breaks to maintain focus.

5. USE REMINDERS
Provide tools like calendars or apps to track tasks and deadlines.

6. CLEAR INSTRUCTIONS
Offer written and verbal guidance for clarity.

7. SUPPORTIVE FEEDBACK
Give regular, constructive feedback to improve performance.

8. TIME MANAGEMENT COACHING
Provide training on time planning and organisation.

9. REMOTE WORKING OPTIONS
Allow for remote working if it boosts concentration.

10. MENTORSHIP
Pair with a mentor or "body double" in the team for guidance and support.

ADHD
AWARENESS MONTH
OCTOBER

© Inclusive Recruiting