

About Me

A one-page summary to give to a teacher, tutor, TA or SENCO. Fill it in once, photocopy it, hand it to anyone new.

My name, and what I'd like to be called

Things I'm good at

Things I find hard

What helps me

What doesn't help, or makes things worse

How you'll know I'm struggling

If I'm overwhelmed, the best thing you can do is

Adjustments That Would Help Me

Tick anything that applies. Take this to a review meeting so you're not trying to think of things on the spot.

In lessons

- | | |
|--|--|
| ☐ Instructions given one at a time | ☐ Warning before a change of activity |
| ☐ Instructions written down as well as spoken | ☐ Permission to use headphones or ear defenders |
| ☐ Extra time to answer a question | ☐ Permission to fidget or stand |
| ☐ Not being asked to read aloud | ☐ A quiet place to work when needed |
| ☐ A seat near the front / near the door | ☐ Being allowed to type instead of handwrite |
| ☐ A printed copy of the slides | ☐ Checking I've understood, privately |

Around school / college

- | | |
|--|---|
| ☐ A card that lets me leave the room | ☐ A named person I can go to |
| ☐ Somewhere quiet at break and lunch | ☐ Advance notice of cover teachers |
| ☐ Leaving lessons a few minutes early | ☐ Support with unstructured time |

Anything else I need

If I could only have one of these, it would be

Getting Ready for a Meeting

For an annual review, parents' evening, EHCP meeting, or any conversation with staff about support.

Meeting with

Who, when, and what it's about.

The three things I most want to say

If the meeting goes badly or gets rushed, these are the ones that must be said.

What's been going well

What isn't working

What I'm asking for

NOTES DURING THE MEETING

Agreed next steps — and who is doing them

Things You Can Say

Ready-made sentences for when the words won't come. Say them, read them off the page, or send them as a message.

Asking for what you need

Can I have that written down as well, please? I lose spoken instructions.

I'm not being difficult — I process this more slowly. Can you give me a minute?

Could you tell me one step at a time rather than all of it at once?

I need to step out for five minutes. I'll come straight back.

When something isn't working

The arrangement we agreed isn't working for me. Can we look at it again?

I want to try, but the way it's set up at the moment makes it impossible for me.

That was agreed in my support plan. Can we make sure it's happening?

When you're overwhelmed

I can't talk about this right now. Can we come back to it later today?

I'm not upset with you. I've hit my limit and I need quiet.

How I Work Best

A one-pager for a manager or a new team. You choose how much to share — you don't have to name a diagnosis to ask for what helps.

What I'm good at, and what I bring to the team

How I like to receive instructions and information

Conditions I work best in

Things that make work harder for me

How to give me feedback so I can actually use it

Signs I'm struggling, and what helps

The best way to contact me

Adjustments I'm Requesting

Reasonable adjustments are a legal duty for employers in the UK under the Equality Act 2010. Tick what applies, then send it in writing.

How I work

- | | |
|---|---|
| ☐ Written follow-up after verbal briefings | ☐ Deadlines confirmed in writing |
| ☐ Agenda circulated before meetings | ☐ Regular short check-ins |
| ☐ Notice before changes to my work | ☐ Fewer unplanned interruptions |
| ☐ Tasks given one at a time, prioritised | ☐ Instructions broken into steps |

Where and when I work

- | | |
|--|---|
| ☐ Flexible start and finish times | ☐ Regular short breaks |
| ☐ Some days working from home | ☐ A quiet space to decompress |
| ☐ A quieter desk or workspace | ☐ Adjusted lighting at my desk |
| ☐ Permission to use noise-cancelling headphones | ☐ Not being moved desks without notice |

Other adjustments I need

Date requested / who I sent it to

Keep a copy. If an adjustment is agreed and then stops happening, having the date in writing matters.

Before I Talk to My Manager

For a disclosure conversation, a request for adjustments, or raising something that isn't working.

What I want out of this conversation

One clear outcome. Not everything at once.

What I'm going to say first

The problem, in practical terms

Describe the effect on the work, not the diagnosis. It's harder to argue with.

What I'm asking for, and why it will help

If they say no, my next step is

WHAT WAS AGREED, AND WHEN

Things You Can Say

For meetings, messages and the moments you get put on the spot.

Opening the conversation

I'd like to talk about a few things that would help me work more effectively. Do you have twenty minutes?

I'm disabled and there are some adjustments that would make a real difference. I've written them down.

I don't need to go into the medical side. I'd rather focus on what actually helps.

Asking for what you need day to day

Could you send that to me in a message as well? I'll lose it otherwise.

I need to check I've understood — can I read that back to you?

I can do that, but not today. Which of these would you like me to drop?

I'd rather give you a proper answer tomorrow than a rushed one now.

Holding your ground

That adjustment was agreed in writing. I'd like us to go back to it.

I understand it's difficult. Can we look at what would work instead?

Before My Appointment

Appointments are short and easy to lose control of. Fill this in beforehand and take it in with you.

Appointment with / date / time

The main thing I need to talk about

One sentence. This is the thing that must get said.

What's been happening, and for how long

How it's affecting my daily life

My questions

What I'm hoping to leave with

How to Communicate With Me

Hand this over at the start. It saves explaining yourself when you're already stressed.

My name, and what I'd like to be called

Things that help me in appointments

- | | |
|---|--|
| ☐ Speak slowly and clearly | ☐ Tell me before you touch me |
| ☐ One question at a time | ☐ Warn me about noises or bright lights |
| ☐ Give me time to answer | ☐ Let me bring someone with me |
| ☐ Write down key information | ☐ Keep the door open / lights lower |
| ☐ Check I've understood | ☐ Send follow-up in writing, not by phone |

Things I find difficult

Communication I struggle with

For example: phone calls, open questions, being asked to rate things, long waits, eye contact.

If I go quiet or can't answer, it means

Who to contact if I can't communicate

During and After

Write things down in the room, or immediately outside it. Detail disappears fast afterwards.

WHAT I WAS TOLD

Words or terms I need to look up later

What happens next, and who is doing it

When I should hear something, and who to chase

Questions I forgot to ask

How I feel about how it went

Things You Can Say

Appointments move quickly. These are for when you need to slow one down.

At the start

I've written down what I need to cover, because I lose track when I'm anxious. Can I read it to you?

I find appointments hard. Could you speak a bit more slowly and check I'm following?

Before we start — I'd like to cover one main thing today.

When it's going too fast

Sorry, can we go back a step? I've lost the thread.

Could you write that down for me? I won't remember it accurately.

Can I say that back to you, to check I've understood?

I need a moment to think before I answer.

When you're not being heard

I don't feel we've covered the thing I came about. Can we come back to it?

I'd like this written in my notes, please.

What should I do if it gets worse before my next appointment?

My Day

Build the routine once, when you're calm. Then you don't have to work it out again on a hard day.

Morning

Middle of the day

Evening

The non-negotiables — the things that must happen even on a bad day

My Week at a Glance

One page, whole week. Fixed things in first, then everything else around them.

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Morning							
Afternoon							
Evening							

Things that must happen this week, whatever else does not

Big Task, Small Steps

For anything that feels too big to start. Break it down until the first step is small enough to be boring.

The task

Why it feels hard

Naming it helps. Too vague? Too many steps? A phone call involved? Don't know where to start?

The very first step — small enough to do in five minutes

Then

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

What I need before I can start

Information, a form, someone's permission, a quiet hour.

When I'll do the first step

Brain Dump, Then Pick Three

When everything is swirling: get it all out of your head first, then choose. Deciding and remembering at the same time is what makes it overwhelming.

Everything that's in my head right now

No order. No judging. Just get it down.

The three I'm actually doing today

Not today — and that's a decision, not a failure

Energy and Overwhelm

Track it for a couple of weeks and patterns show up that you can't see day to day.

Date

Energy today

Circle one.



Empty



Low



Okay



Good



Full

What filled me up today

What drained me

Warning signs I noticed

The early ones. Not the point where it's already too late.

What actually helped

One thing I'd change about tomorrow
