

Examples of Adjustments: Flexible Hours, Processing Info & Quiet Spaces

TL;DR · QUICK SUMMARY

- Adjustments range from small daily tweaks to bigger structural changes.
- Common categories: time and flexibility, information processing, and physical/sensory environment.
- Most adjustments cost little or nothing to implement.
- Use this as a menu to pick from; not everything will apply to you.

A Note Before You Read On

This resource offers general guidance and reflects common experience, not professional, legal, medical or financial advice. It is not a substitute for employment law, HR policy, occupational health guidance, or individual professional assessment. Every person's experience of neurodivergence is different, so please adapt anything here to your own situation. The Uniquely Wired Network does not accept liability for decisions, actions or outcomes arising from the use of this material. If you need advice specific to your circumstances, please consult a qualified professional (e.g. HR, legal, medical, or financial advisor).

Why This Matters

It's much easier to ask for something specific than to explain a vague feeling of struggle. Concrete examples give you a starting vocabulary to work from.

What This Might Look Like

- Starting work an hour later to avoid a difficult commute.
- Getting meeting agendas and notes in writing as standard.
- Being able to book a quiet room for focused work.

Flexible Hours & Working Patterns

- Flexible start/finish times to manage energy, sleep, medication timing, or commuting sensory load.
- Working from home on certain days, if the role allows.
- Protected “focus time” blocks with no meetings.
- Compressed hours or adjusted break patterns.

Processing Information

- Written instructions and meeting notes as standard, not just verbal.
- Agendas shared in advance, with time to prepare responses.
- Extra processing time for questions, rather than expecting instant answers.
- One task or instruction communicated at a time, rather than several at once.

Physical & Sensory Environment

- A quiet space or the option to book one for focused work.
- Noise-cancelling headphones permitted at a desk.
- Adjustable or natural lighting instead of harsh overhead lights.
- A consistent desk/seat rather than hot-desking, if routine matters to you.

Helpful Phrases You Can Borrow

You don't have to use these exact words. Take what fits and leave the rest.

“Could we trial [specific adjustment] for a few weeks and review how it's working?”

“Here are two or three changes that I think would make the biggest difference for me.”

Quick Tips

- Start with 1–2 adjustments and build from there, easier to agree and review.
- Frame requests around impact on your work, not just personal preference.

- Many adjustments benefit the whole team, not just you.
- Ask for a trial period if a manager seems unsure; it lowers the stakes.
- Revisit adjustments periodically; needs can change over time.
- Keep a note of what's agreed, in case it needs revisiting later.

Want to Know More?

- See our companion guide: “Turning Your Assessment Into Reasonable Adjustments” for how to formalise these.
- Access to Work can fund some equipment-based adjustments beyond what your employer must legally provide.

Before You Go

Most of these adjustments are small, low-cost, and genuinely reasonable to ask for.

Needing support to do your best work isn't a weakness; it's just good working practice.