The following advice has been provided by the British Dyslexia Association: [www.bdadyslexia.org.uk](http://www.bdadyslexia.org.uk)

Specialist advice is essential to determine the most appropriate adjustments for an individual.

It is important to determine:

1. The nature of the individual’s dyslexia
2. The requirements of the job and its related task and competence requirements.
3. The working environment and working practices
4. The requirements of any associated training and assessment.

**Suggested reasonable adjustments to support Time and Work Planning**

**Concentration difficulties/distractions:**

- Make sure the workplace is quiet and away from distractions for example away from doors, busy phones, loud machinery.
- Allocate a private workspace if possible.
- Where feasible allow an employee to work from home occasionally.
- Provide a quiet working environment for a dyslexic employee by allocating libraries, file rooms, private offices and other enclosed areas when others are not using them.

**Coping with interruptions:**

- Use a “do not disturb” sign when specific tasks require intense concentration.
- Encourage co-workers not to disturb the person unless absolutely necessary.
- When interrupting, allow the person to pause and write down what they are doing to refer to when resuming work.
- Ensure that each task is completed before starting another.
- Encourage outgoing rather than incoming calls. Offer training in how to use the telephone effectively for example jotting down key points before making the call.

**Remembering appointments and deadlines:**

- Remind the person of important deadlines and review priorities regularly.
- Hang a wall planner that visually highlights daily/monthly appointments, deadlines, tasks and projects.
- Supply a PDA personal digital organiser.
- Supply an alarm watch.
- Encourage the employee to use the daily calendar and alarm features on his/her computer.

**Organisation of property:**

- Ensure that work areas are organised, neat and tidy.
- Keep items where they can be clearly seen for example shelves and bulletin boards.
- Ensure the team returns important items to the same place each time.
- Colour code items.
- Ensure work areas are well lit.
Organising workflow:

- Supply and use a wall planner.
- Prioritise important tasks.
- Create a daily, dated “To Do” list.
- Use diaries.
- Write a layout for regular tasks with appropriate prompts for example for meetings or taking notes.
- Allow extra time for unforeseen occurrences.
- Build planning time into each day.