Attention Deficit-Hyperactivity Disorder (AD/HD)

Accommodation Ideas ** <u>Job Accommodation Network (JAN) - United States Department of Labor</u>
https://www.dol.gov › ODEP › ODEP Research and Technical Assistance Resources

Time Management
- *Set a timer after assigning ample time to complete a task*
- *Provide a checklist of assignments*
- *Electronic or handheld organizer or app*
- *Use wall calendar to emphasize due dates*

Memory:
- *Provide written instructions*
- *Use flow-chart to indicate steps in a task*
- *Provide verbal or pictorial cues*
- *Use post-it notes as reminders of important dates or tasks*

Concentration
- *To reduce auditory distractions:*
  - *Purchase a noise canceling headset*
  - *Provide a white noise machine*
  - *Relocate employee's office space away from audible distractions*
- *To reduce visual distractions:*
  - *Install space enclosures (cubicle walls)*
  - *Reduce clutter in the employee's work environment*
  - *Relocate employee's office space away from visual distractions*

Social Skills:
- *Use training videos to demonstrate appropriate behavior in workplace*
- *Encourage all employees to model appropriate social skills*
- *Use role-play scenarios to demonstrate appropriate behavior in workplace*

Hyperactivity/Impulsivity:
- *Provide structured breaks to create an outlet for physical activity*
- *Provide private workspace where employee will not disturb others by tapping, humming, or fidgeting*

Paperwork:
- *When possible, automate paperwork by creating electronic files*
- *Use speech recognition software to enter text or data into electronic files*
- *Save time filling out paper forms by completing information in advance, using pre-filled forms, or adhering pre-printed stickers*
- *Use checklists in place of writing text*