

Adults with ADHD Workplace Strategies

December 2025



Adults with ADHD can experience difficulties in workplace environments.

Some adults with ADHD are prescribed medication which can aid their ability to:

Focus and concentrate whilst feeling calmer and less restless.

Alongside medication, non-pharmacological strategies should be implemented.

It is also important to consider not all people with ADHD are medicated.

ADHD symptoms can include difficulties with:

Inattention

- being easily distracted or forgetful
- finding it hard to organise your time
- finding it hard to follow instructions or finish tasks
- losing things often, like your wallet, mobile or keys

Hyperactivity and impulsivity

- having a lot of energy or feeling restless
- being very talkative or interrupting conversations
- making quick decisions without thinking about what might happen as a result

Strategies to support employees with ADHD:

Movement breaks

- To positively channel excess energy. They help a person to leave a task and come back to refocus and concentrate.

Movement equipment

- Wobble cushion
- Wedge cushion
- Chair bands
- High and low desk, so the person can stand when needed and move between standing and sitting.

Fidgets

- To provide an outlet for restless energy.



- Fidget's can be an item a person holds /moves around in their hands.
- They can help improve concentration by offering a way of using physical energy without getting up and walking away.

Working memory

- Difficulties organising and concentrating are common in ADHD, therefore this can make small tasks difficult.
- Use short instructions and keep information brief.
- Don't overload the person with too much information at a time.
- Split tasks into smaller chunks.
- Use visual reminders and checklists for instance, bullet points of what is required or checklists to tick once completed.
- Use alarms and timers.
- Encourage note taking to reduce the load on their memory

Organisation

- List tasks step by step
- Regular prompts back to tasks or more frequent supervision meetings/ check ins.
- Use reminders and notifications on systems like outlook.
- Have consistent routines and shift patterns.

Workplace distractions

- Consider the noise of the environment. (Allow the use of noise cancelling headphones).
- The lighting
- Where they are placed in the office
- Do not face doors and windows.
- Have a set quiet area away from distractions.

Adults with ADHD can request an access to work review which can support them to tailor strategies and advice to their individual needs and workplace.

It is important to note some strategies may work for one employee and not for another.

Please review our resources and share with employers to identify if any of the strategies may be useful to implement for your child.