

Preparing to Ask for Support

Preparing first can make a workplace support conversation feel clearer and less overwhelming. You do not need to arrive with every answer — the aim is to explain the barrier, its impact and what might help.

Start with the barrier

What part of work is difficult or inaccessible? Be specific: noise, travel, fatigue, phone calls, long meetings, lifting, unclear instructions, rapid task switching or another barrier.

Describe the impact

Explain what happens because of the barrier: slower processing, pain, exhaustion, missed information, overload, reduced concentration or needing longer recovery.

Gather examples

Write down two or three recent situations. Include the task, what happened, how it affected your work and what might have made it easier.

Think about solutions

Consider changes to hours, location, equipment, communication, workload, breaks, workspace, travel, technology or human support.

Decide what to share

You can prepare the information you are comfortable discussing. Focus on functional impact and support needs rather than feeling you must tell your whole personal history.

Choose your key request

If there are many needs, identify the highest-impact change first. You can ask for more than one adjustment, but a clear priority can help start the conversation.

Prepare your opening

Try: "I'd like to discuss a workplace barrier that is affecting me and some support that could help me work more consistently."

Before the meeting

Take notes • ask for the meeting purpose in writing • consider a supporter where appropriate • decide what outcome you want • take time afterwards to process.