Space to Breathe Therapy

Fatigue & Depression

Practical Employee Action Checklist | Workplace wellbeing and reasonable adjustments

Use this checklist to recognise fatigue, identify changes that might help and prepare for a supportive workplace conversation. Tick only what applies. You do not need to complete every section.

Date: _____ Role/team (optional): _____

1 | My fatigue today

■ I am experiencing physical tiredness or heaviness.

■ I am experiencing mental fatigue, brain fog or reduced concentration.

■ I am finding emotional or social interaction exhausting.

■ I wake feeling unrefreshed, or my sleep is disrupted.

■ My energy changes noticeably through the day or week.

My current energy: ■ Very low ■ Low ■ Moderate ■ More available

2 | Where my energy goes

■ Getting ready or commuting uses significant energy.

■ Meetings, phone calls or social interaction drain me.

■ Noise, interruptions or multitasking make concentration harder.

■ Long periods of attention or decision-making leave me exhausted.

■ I have little energy left for life outside work.

My two biggest energy demands are:

_____

_____

3 | Signs I need to adjust my day

■ I begin making more mistakes or repeatedly reread information.

■ I struggle to start tasks, remember steps or make decisions.

■ I feel overwhelmed, irritable or need more quiet.

■ I notice that continuing at the same pace is becoming difficult.

My early warning signs:

_____

_____

My Practical Workplace Adjustments

4 | Adjustments I could discuss

■ Flexible start or finish times, or a predictable schedule.

■ Home working or reduced commuting where the role allows.

■ Short agreed breaks, and access to a quieter space.

■ Clear written instructions and brief meeting summaries.

■ Prioritising essential tasks and reducing competing demands.

■ Breaking work into smaller steps with clear starting points.

■ Fewer interruptions or protected concentration time.

■ Shorter meetings, advance agendas or written contributions.

■ Temporary changes to workload, duties or deadlines.

■ A supportive check-in with an agreed frequency.

■ Occupational health advice or a review of current adjustments.

Other adjustment I would like to explore:

_____

_____

5 | Actions I can take this week

■ Choose one essential priority for the start of my day.

■ Identify what can be postponed, simplified or shared.

■ Plan a manageable break instead of waiting until overwhelmed.

■ Ask for information or instructions in a helpful format.

■ Speak with my manager or a trusted workplace contact.

■ Seek medical advice if fatigue persists, worsens or is unexplained.

One manageable action I will try:

_____

_____

6 | How I would like to communicate

■ Email or writing ■ A planned one-to-one meeting ■ A supported conversation

What I would like my manager to understand:

_____

_____

_____

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My Agreed Support Plan

Use this page independently or complete it with your manager. Share only the information you are comfortable sharing.

7 | What we agree to try

Workplace barrier or difficulty:

_____

_____

Adjustment or practical action:

_____

_____

Who will arrange or support it:

_____

_____

When the adjustment starts:

_____

_____

How we will know whether it helps:

_____

_____

8 | Review and follow-up

Review date: _____

Employee notes / changes needed:

_____

_____

_____

Employee (optional): _____ **Manager (optional):** _____

Useful reminders

Fatigue can have causes other than depression. Persistent, new, severe or worsening fatigue should be discussed with an appropriate healthcare professional. Where work is safety-critical, significant sleepiness or impaired concentration may need prompt assessment.

In England, Scotland and Wales, depression may meet the Equality Act 2010 definition of disability depending on its substantial and long-term effects. Reasonable adjustments depend on individual circumstances. Guidance: acas.org.uk/reasonable-adjustments and gov.uk/access-to-work.

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