My working memory needs

Tick what applies to you. Leave anything blank that is not useful.

Date: _____ Role / department (optional): _____

1. What becomes difficult at work?

- [ ] Remembering spoken instructions or several steps
- [ ] Keeping track of conversations or meetings
- [ ] Returning to a task after being interrupted
- [ ] Remembering deadlines, appointments or follow-up actions
- [ ] Holding information in mind while completing a task
- [ ] Finding words or remembering what I intended to say
- [ ] Other difficulty: _____

2. What makes working memory harder?

- [ ] Fatigue or poor sleep
- [ ] Too many tasks or competing priorities
- [ ] Frequent interruptions or background noise
- [ ] Unexpected questions or last-minute changes
- [ ] Long meetings or large amounts of information
- [ ] Stress, low mood or emotional overload

My own observations:

Practical adjustments I could try

Choose strategies that fit your work and personal preferences.

3. Supports that may help me

- [ ] Written instructions or brief email summaries
- [ ] Tasks broken into numbered steps
- [ ] One clear priority or starting point at a time
- [ ] Calendar reminders, alarms or task checklists
- [ ] Meeting agendas sent in advance
- [ ] Written meeting notes and agreed action points
- [ ] Extra time to process questions and information
- [ ] Protected focus time / fewer interruptions
- [ ] Permission to make notes while instructions are given
- [ ] A brief check-in to confirm priorities and deadlines
- [ ] A consistent system for storing work information

Other adjustments or tools that would help:

4. My quick working-memory routine

- [ ] Before: write my top priority and the first step
- [ ] During: capture instructions in a reliable place
- [ ] After interruption: note where I stopped and the next step

One routine I want to try this week:

My workplace support plan

Use this page independently or during a supportive manager discussion.

5. My agreed support

The difficulty or barrier I want to address:

Adjustment(s) or action(s) we will try:

Who will arrange or help with this?

6. Review and communication

Date to begin: _____ Date to review: _____

How I would prefer to communicate if I am struggling:

How we will know whether the adjustment is helping:

Employee (optional): _____ Manager / supporter (optional): _____

A reminder

Needing written information or reminders is not a measure of your intelligence or commitment.

Review support as needs change. This resource is not medical or legal advice.