Understanding My Fluctuating Needs

Use these prompts to notice how your needs and capacity may change.

What tends to fluctuate for me?

- [ ] Energy and fatigue
- [ ] Concentration and processing
- [ ] Pain or physical discomfort
- [ ] Mobility and movement
- [ ] Sensory tolerance
- [ ] Communication capacity
- [ ] Emotional wellbeing
- [ ] Something else

What might an easier working day look or feel like?

What might a more difficult working day look or feel like?

Are there any early signs that my capacity may be changing?

Finding Flexible Ways to Work

Consider adjustments that may help when your working capacity changes.

Which adjustments might help?

- [ ] Flexible start or finish times
- [ ] Additional or more frequent breaks
- [ ] Changes to workload or deadlines
- [ ] Working from home where appropriate
- [ ] Access to a quieter environment
- [ ] Written instructions or reminders
- [ ] Changes to physical tasks or equipment
- [ ] Another adjustment

On days with more capacity, what helps me work sustainably?

On days with reduced capacity, what adjustments might help?

Example: “My capacity is more limited today. Could we review priorities or make a temporary adjustment to my workload?”

My Flexible Working Day Plan

Use this page to identify support that can adapt when your needs change.

What helps me recognise a change in capacity?

What adjustments help on more difficult days?

Which tasks might need flexibility?

How would I prefer to communicate changing needs?

Who could help me review my support arrangements?

Your support needs do not have to remain the same every day to be valid.
Flexibility can help make work more accessible and sustainable.