no-cost	management	environment	scheduling	low-cost

AUTISM WORKPLACE ADJUSTMENTS

send out agendas for meetings in advance	avoid micro-managing	make lighting adjustable	allow for flexible start times	provide time-tracking and productivity apps
eliminate dress codes	summarise important conversations in writing	give access to comfortable seating	build in transition time between tasks	create a quiet space for breaks
offer opportunities to contribute to meetings in writing	give options for how performance reviews are delivered	provide visual schedules	allow times for working from home	offer multiple formats for key information
keep meetings short	give specific instructions with contextual details.	reduce music and ambient noise in the workplace	make sure meetings have breaks	text-to-speech or speech-to-text software
allow time for processing before making decisions	be proactive about checking in	allow control over temperature	block out times for ‘no interruption’ focused work	give options to customise the workspace