

Tips for Managing Dyslexia in the Workplace

1. **Time Management Strategies:** Set daily goals; Write up a prioritised task list. Identify important and urgent requests from emails and take note of due dates, and add them to your calendar; Minimise Interruptions; Limit Multi-tasking; Avoid Procrastination; At the end of the day review your task list and make sure that you tick-off work completed, then itemise what you need to do the following day, which will go towards tomorrow's goals and task.
2. **Organise & Declutter:** Use an electronic calendar ([synced to your phone](#)) and set reminders for tasks, meetings and appointments; make sure all necessary work folders/documents are clearly labelled and filed regularly in an orderly fashion. Remove all unnecessary work clutter (emails & documents).
3. **Assistive Technology:** When reading lengthy emails or reports, assistive technology is your friend. Plug your headset into your computer or phone, turn on text-to-speech and listen. When writing emails and reports, use quality intuitive spelling and writing software that can predict and correct spelling and grammar. Search Engines such as Google and Apple's Siri are also useful when looking to spell words or names in isolation or finding synonyms. Jamie Martin is an [Assistive Technology](#) guru, take a look at his website for further ideas.
4. **Presentations:** If you have difficulty reading out loud but need to prepare for a presentation, then there's no way around it but to practice, practice, practice. Use slides, notes and cards as prompts.
5. **New Tasks:** When being confronted with new or difficult tasks avoid being overwhelmed by breaking it down into manageable parts. Take plenty of breaks to

refresh your thoughts. If you are still struggling or do not understand what is required, then seek clarification and/or assistance. Remember, good managers and colleagues are always willing to help others.

6. Know your Strengths & Weaknesses: Understand your strengths and weaknesses, ask for workplace accommodations (eg Assistive Technology) or where possible delegate the work to a person with greater strengths in that area.



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