

WHAT ACCESS NEEDS DO YOU HAVE FOR EACH OF THE FOLLOWING, OR WHAT ISSUES HAVE YOU FACED BEFORE?

OFFICE WORKING

HOME WORKING

PROJECT
INITIATION

TRAVELLING

EVENTS

COMMUNICATION

QUESTIONS

The basics you should know about me are ...

My background/skillset is...

The best ways to communicate with me are ...

I've discovered that I best like working in the following ways ...

The structures/methods I use to have an effective day are...

The environments in which I thrive have ...

The sort of projects which really excite me have ...

My homeworking situation is ...

Help me to respect the boundaries I'm setting for work by ...

The best way to give me feedback is ...

People might misunderstand me when I ...

Things I struggle with are ...

The things I need to look after my mental and physical wellbeing include ...

The best way you can check-in on me is ...

Other things you should know about me are ...

NEEDS

A large, empty rounded rectangular box with a thin black border, intended for writing or drawing related to the 'NEEDS' category.

BOUNDARIES

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WANTS OR WISHES

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PROMISES / FLEXIBILITY / SOMETHING ELSE

A large, empty rounded rectangular box with a thin black border, intended for writing or drawing related to the 'PROMISES / FLEXIBILITY / SOMETHING ELSE' category.