

■ ADHD-Friendly Workplace Checklist

A guide for organizations, managers, and employees to create a supportive, productive, and inclusive environment.

1. Work Environment

- ■ Provide access to quiet or low-distraction workspaces (e.g., private areas, focus rooms, or noise-canceling options)
- ■ Allow use of noise-canceling headphones, background music, or white noise apps
- ■ Reduce visual clutter (organized shared spaces, neutral design, minimal unnecessary decoration)
- ■ Offer flexible seating and standing options
- ■ Ensure adjustable or natural lighting options
- ■ Provide clear signage and logical workspace layouts to reduce confusion or overstimulation

2. Communication & Collaboration

- ■ Provide written follow-ups after verbal instructions or meetings
- ■ Share meeting agendas and materials in advance
- ■ Encourage direct, concise communication
- ■ Schedule regular one-on-one check-ins for support and feedback
- ■ Use shared project management or task-tracking tools for clarity and accountability
- ■ Promote psychological safety — ensure staff feel comfortable requesting support or accommodations

3. Manager & Supervisor Practices

- ■ Learn about ADHD and how it can affect focus, time perception, and organization
- ■ Provide clear expectations and structure (e.g., timelines, deliverables, and feedback cycles)
- ■ Break down large projects into smaller, trackable milestones
- ■ Allow flexibility in work style (e.g., remote work, alternative scheduling, or asynchronous communication)
- ■ Encourage strengths-based management — align tasks with employee interests and strengths
- ■ Recognize effort and progress, not just final outcomes
- ■ Create space for open discussion about focus challenges or workload management
- ■ Offer coaching or mentoring for time management and executive functioning support

4. HR & Organizational Policies

- ■ Include neurodiversity and ADHD in inclusion and accessibility policies
- ■ Provide a clear, supportive process for requesting accommodations
- ■ Ensure confidentiality and psychological safety in disclosure processes
- ■ Offer ADHD-friendly accommodations such as flexible scheduling, noise reduction tools, or task aids

- ■ Incorporate ADHD and neurodiversity awareness into DEI (Diversity, Equity & Inclusion) initiatives
- ■ Review performance metrics to avoid bias against non-traditional work patterns
- ■ Encourage workplace flexibility without penalizing employees for differences in focus or workflow

5. Training & Awareness

- ■ Offer training for managers and teams on ADHD and neuroinclusive practices
- ■ Educate staff on how ADHD affects attention, motivation, and communication
- ■ Promote awareness of tools and strategies (e.g., task apps, timers, coaching resources)
- ■ Include ADHD and neurodiversity education in onboarding and leadership programs
- ■ Celebrate neurodiverse perspectives and innovation in the workplace

6. Tools & Technology Support

- ■ Provide access to digital tools that aid focus and organization (e.g., Todoist, Notion, Trello, Clockify)
- ■ Allow the use of productivity aids such as visual timers or browser extensions that block distractions
- ■ Use communication platforms with status indicators to reduce interruptions (e.g., “focus mode”)
- ■ Offer IT support for customizing notifications and alerts for better focus control
- ■ Ensure accessibility settings (fonts, colors, text size) can be personalized