



Powering My Success at Work

Embrace neuroinclusion. Diversify success.

PREPARED FOR
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WELCOME

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Introduction & Purpose

This report was created to power your success in the workplace. It is best used as a starting point for guided conversation.

Within your report you will find five sections, each providing different suggestions for feeling comfortable and productive at work. The first four sections are based on your responses to The Birkman Method questionnaire, which means that these recommendations are based on your unique personality profile. The fifth section includes general sensory accommodations that you can use to feel your best at work.

As you review this report, carefully read each statement and place a checkmark beside the ones that you feel would be most beneficial for you. If you feel any accommodations are missing, feel free to add them in as a way to further customize your report. On the final page, you can create your own personalized list of tips and reminders to either keep in mind or share with others.

SUCCESS AREAS



ONE
Communication



TWO
Relational



THREE
Time Management



FOUR
Organization and
Planning



FIVE
Sensory

*The Birkman Method is not a diagnostic tool and should not be used as such. Birkman does not verify diagnoses or ask for diagnoses in order to use the **BirkmaND: Powering My Success at Work** report.*



Communication

Below are a list of suggestions that can help others communicate more effectively with you at work. Which ones do you think will be most helpful for you? Which ones do you need to share with others?

A written script for answering the phone or leaving voicemail messages is helpful for me.

When possible, I would benefit from being able to either audio or video record important information being given to me verbally.

Scripts for common, routine conversations that might take place with co-workers or supervisors would be helpful for me.

Confirming verbal instructions in writing or email provides helpful follow-up for me.

When providing feedback about my work performance, I respond best when it is delivered in a clear and direct manner.

Additional notes and comments:



Relational

Your relationships are critical to your success at work. Select the statements that you think are important to share with your manager, colleagues, or mentors.

Opportunities to frequently interact with other team members, such as team building or social events, allow me to feel at my best.

Knowing how my work will be evaluated and how that information will be shared with me, such as in one-on-one or team meetings, allows me to work best.

Meeting my colleagues and becoming familiar with my work environment in advance of my employment start date will allow me to feel more comfortable.

Someone telling me what to expect and suggestions on how to respond to confrontation or uncomfortable situations is beneficial to me (Ex: role play, scripts).

When receiving feedback, I prefer it be given from designated individuals such as my manager or mentor.

Additional notes and comments:



Time Management

The suggestions below can help you better manage your time as well as make the most out of your workday. Which ones would be most helpful for you to keep in mind or share with your organization?

When large projects are divided into shorter assignments, I am able to be most effective.

Communicating schedule expectations and any flexibility that may be needed is helpful for me (Ex: clock in/clock out, lunch, break times).

Providing me with clearly defined priorities or directions when tasks conflict with each other is helpful for me.

Having checklists for self-monitoring and accuracy allows me to work most efficiently.

Having a schedule outlining how much time I should spend on required tasks each week helps me be most productive.

Additional notes and comments:



Organization and Planning

By having processes and systems in place, you can be more productive throughout your workday. Below are tips to help you plan your day and stay organized. Which ones should your supervisor be aware of?

Using organization systems such as color-coded files, templates, or accordion file organizers is helpful for me to stay organized.

Having a problem-solving flowchart would be helpful for me to navigate situations if I am unsure of what to do.

Clearly defining physical office spaces is helpful for me to understand workplace boundaries (Ex: printer station, desks, office supplies).

Having advance notice of meeting dates and topics is helpful for me.

I would benefit from someone demonstrating tasks, allowing me to practice, and providing me with feedback before I'm expected to do the job independently.

Additional notes and comments:



Sensory

The accommodations below are provided as suggestions to help increase your comfort and assist in preventing sensory overload at work. Which ones are most important to you?

Having alternative seating options would be beneficial to me, such as a standing desk or yoga ball.

Taking an exercise break midday will help me be more effective while working.

Having a fan or heater at my workstation to regulate the temperature allows me to feel most comfortable.

Tasks that encourage movement, such as walking to meetings, using stairs, and being able to move around or stand while working is helpful for me.

Having access to comfortable staffing restrooms or possible alternative options would be beneficial to me.

Using fidget toys or stress balls are helpful to me.

Using flashing lights on my phone instead of a ringer or having phone calls routed to my voicemail is best for me.

Having the option to work from home is beneficial to me.

Having the opportunity to take fresh-air breaks would be helpful for me.



My Personal Success Tips

In the space below, make a list of the accommodations that will be most helpful for you in the workplace. Write out the statements that resonated most with you from your report and be sure to share this list with the key individuals you interact with at your organization.