NEUROTHINK HUB · PRACTICAL WORKPLACE TOOLS

My Workplace Conversation Planner

Preparing to talk about what helps you work well

Purpose: Use this planner to organise your thoughts before speaking with your manager.

• No diagnosis is requested — focus on the task and practical solutions.

• Complete only the prompts that help you.

• Keep your notes private, or share selected parts. You can write, dictate, or sketch your ideas.

1 · The task I want to discuss

Something that already works well for me:

_____

The task or situation I find difficult:

_____

What happens, and when:

_____

How it affects my work or the effort it takes:

_____

Example: *"When I switch between tabs, I lose my row. Checking again takes extra time."*

2 · What might help

Something I have already tried:

_____

One change I would like to explore:

_____

Another option, if needed:

_____

Possible ideas: written steps, a clearer screen layout, fewer interruptions, a demonstration, or more time to process instructions.

3 · How I would like to talk

Tick any that would help you communicate with confidence:

☐ A private conversation.

☐ Questions or an agenda beforehand.

☐ Time to think or take a break during the discussion.

☐ A written summary afterwards.

☐ Asking whether someone can support me in the meeting.

Something else I would prefer:

_____

Words I can use

Purpose	Suggested wording
Open the conversation	"I'd like to discuss something that could help me with this task."
Explain the difficulty	"When I do ___, I find ___ difficult. It affects ___."
Suggest support	"Could we try ___ and review how it goes?"
Set a boundary	"I'd prefer to focus on the task and what might help."
Ask for time	"Could I think about that and come back to you?"
Check information sharing	"What will be recorded, who can see it, and what needs to be shared?"

4 · My message to request a conversation

"Could we arrange a private conversation about [task]?

I've noticed [what happens].

I'd like to explore [a change or support] together."

Tip: *You can use this short email / chat template without sending the whole planner.*

5 · What we agree together

Use this table during or directly after your meeting to record actionable agreements:

Agreement Area	Our Notes & Commitments
Change we will try	_____
Who will arrange it	_____
When it will begin	_____
What improvement would look like	_____
Date for a check-in	_____
What needs sharing with others, and by whom	_____
Alternative or next step if	_____

Agreement Area	Our Notes & Commitments
unavailable	

6 · At the review

Consider both the work itself — such as accuracy and speed — and your personal experience and energy.

• What is easier now?

_____

• What still takes effort?

_____

• What should we keep or change?

_____

MY NEXT SMALL STEP (Immediate Action)

Choose just one small step to begin:

☐ Write or dictate one sentence about the task.

☐ Choose one change to discuss.

☐ Ask for a private conversation.

Allow up to 15 minutes to prepare, or take it in smaller steps. There is no need to complete everything at once.

Your notes, your choice

Review the planner before sharing it. Avoid including other people's personal information. Keep completed notes somewhere appropriate; workplace devices and accounts may be accessible to others under your organisation's arrangements.

This planner helps prepare a conversation. It does not guarantee a particular adjustment or outcome.

"Support starts with understanding the task, respecting privacy and agreeing what helps."