

## In The Workplace

Is your dyslexia causing you difficulty in the workplace? People are generally willing to help, and many people either have similar difficulties themselves or are aware of them. It is better to ask for help early on rather than to let the situation get out of hand and cause embarrassment.

Do you have difficulty:- Taking phone messages? - Ask caller to repeat or read back to caller.

- Remembering phone numbers correctly? - Always check.
- With verbal instructions? - Repeat to check accuracy - Make a written note immediately.
- With implied meaning? - Say, "Do you mean...?"
- Taking minutes of a meeting?
  - Transcribe right away and circulate (in draft) to get feedback.
  - Admit that you find this difficult and ask someone else to do it.
- With handwriting? - Use a computer when you have to write.
  - Draft your ideas first then copy them.

(It is easier to concentrate on hand-writing when you are not composing.) Do:- Avoid time constraints. (Dyslexics are at their worst under pressure of time.)

- Find a quiet area when doing any task requiring concentration. (Dyslexics find it difficult to function in the presence of noise or other distractions.)
- Organizational Skills Do you have difficulty prioritizing? - Keep a diary.
- Make lists.
- Highlight items in various colours to indicate importance.
- Allow double the time estimated.
- Avoid procrastination; keep on top of your assignments.
- Be aware of the need to monitor yourself for accuracy in written work, particularly when copying.
- Difficulty with reading This is an area which causes real distress to many dyslexics and may remain a lifelong source of difficulty. - Try to avoid any career which will involve significant reading assignments.
- Comprehension may also be affected.- Ask someone to read for you.
- Before getting into the text, look at chapter headings, sub-headings and summaries. Be conscious of your purpose. Scanning programmes are now available.
- Read with a highlighter and try to identify key words and main ideas.
- Ask colleagues to put messages on your voice mail.
- Ask for verbal instructions.
- Investigate voice output software for computers.
- links [www.audible.com](http://www.audible.com) , [www.readplease.com](http://www.readplease.com) Difficulty with spelling Many very intelligent people don't spell well. Be aware that this is an area of difficulty which must be monitored.- Spell check is a boon to dyslexics.
- Ask a trusted colleague to edit your work.
- Become familiar with using a dictionary efficiently.
- Difficulty with numbers- Be aware that reversals are likely when copying and be super vigilant.
- Double check or, if possible, get someone to check for you.
- On the telephone - ask caller to repeat telephone number and call back to reader - it may help to point to each number as you read back.
- Difficulty with math in general This is not a lack of intelligence but difficulty with sequential tasks.
- Become really efficient with a calculator and, when in doubt, get someone to double check.
- Difficulty with verbal directions- Ask colleagues to slow down and speak clearly.
- Re-iterate what they have said: "You would like me to ..."
- Ask colleagues to write down important information.
- Check that you have understood what you have to do before starting.- link [www.dyslexia-adults.com](http://www.dyslexia-adults.com)- link <http://weconnectnow.wordpress.com>