

EXERCISE: Reviewing example adjustments to help formulate ideas



Think about other adjustments that might be appropriate. See [Workplace Strategies for Mental Health website](#) for more suggestions and for [specific strategies aimed at small business owners](#). For reasonable adjustments for a disability (Equality Act 2010/Disability Discrimination Act) see [Equality and Human Rights Commission website](#).

- Out of office email to alleviate pressure of responding to emails.
- Prioritise tasks or categorise them into important vs not important (see the [prioritising tasks exercise](#)). Agree this with the employee and review daily/weekly.
- Adjust working hours so they don't have to travel in peak times, and can avoid crowded trains and traffic jams.
- Reduce contact with customers/public – e.g. divert phone for an initial period.
- Consider deadlines and workload planning to avoid peaks of pressure.
- Allow some working from home if that is supportive.
- Allow time off for medical appointments and/or psychological support.
- Offer re-training or refresher training to the employee.
- Suggest that the employee identifies how their mood fluctuates depending on the time of day and tasks they do. Use this to help you both to allocate tasks so that more challenging tasks are done when they are feeling strong and you both understand which tasks affect them most.
- Provide a gradual return to work whereby the employee works 2 days a week for the first week, three for the second etc.
- Consider Keep in Touch days where by the employee can come in while they are on sick leave to keep up to date with what is going on in the office.