

My Working Style — A Personal Reflection

This workbook is yours to keep. There are no right or wrong answers — only honest ones. Use it to reflect on how **your brain works best**, what environments help you thrive, and what small changes could make a real difference in your day-to-day work.

Page 1 of 3 — How I Work Best

Think about your typical workday. Answer as honestly as you can — this is private and for your own reflection.

My Energy & Pace


Do I prefer to work in long uninterrupted blocks, or shorter bursts with breaks in between?

How does my energy shift across the day or across the week?

My Organisation Style

How do I naturally keep track of tasks, deadlines, and priorities? What helps — and what doesn't?

Do I find it easy or hard to start tasks? To finish them? Which is harder for me?

 **Reflection prompt:** Today we heard that ADHD affects 1.8 million Canadians, often showing up as difficulty with focus, starting tasks, or feeling restless — not laziness. Does anything from today's session help explain patterns you've noticed in yourself or colleagues?

One thing from today's session that made me think about *myself*:

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Page 2 of 3 — My Environment & Communication

Our environment shapes how well our brains can perform. Sensory conditions, social dynamics, and communication styles all matter — for everyone.

My Ideal Work Environment

Rate how much each environment factor affects your ability to concentrate or feel comfortable at work: (1 = barely at all · 5 = significantly)

Noise level around me 1 · 2 · 3 · 4 · 5

Lighting in my workspace 1 · 2 · 3 · 4 · 5

Interruptions / open spaces 1 · 2 · 3 · 4 · 5

Temperature or air quality 1 · 2 · 3 · 4 · 5

Visual clutter around me 1 · 2 · 3 · 4 · 5

Predictability of my schedule 1 · 2 · 3 · 4 · 5

The environment factor that affects me most is:

How I Communicate Best


I understand instructions or feedback best when they are delivered:

- In writing (email, message, document)
- Verbally, one-on-one
- In a structured meeting with an agenda
- With visual aids, diagrams, or examples
- Other: _____

When I have to deliver difficult news or a complex idea, I find it easiest to:

- Write it out first
- Talk it through with someone
- Prepare a structured outline
- Other: _____

Something I wish my team or manager understood about how I communicate:

 **Reflection prompt:** About 1 in 50 people are autistic. Neurodiversity is common — and when workplaces make room for different communication and sensory needs, more people can do their best work.

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Page 3 of 3 — My Strengths, My Gaps & My Next Step

Today's session reminded us that neurodivergent brains often come with remarkable strengths — and that ALL brains have areas that need support. This final page is about honest self-awareness and reflecting on your specific strengths.

★ My Strengths at Work

List 3–5 things you do particularly well — especially any that might relate to how your brain is wired (e.g. pattern recognition, creative thinking, deep focus, attention to detail, empathy, problem-solving under pressure):

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

🔧 Where I need support

List 2–3 areas where work regularly feels harder for you than it seems to for others — without judgement. This is important self-knowledge.

1. _____
2. _____
3. _____

Have I ever sought support, accommodations, or an assessment for any of these areas?

Yes, and it helped

Yes, but I'd like to explore further

No, but I'm curious to learn more

Reflection Prompt: Today we heard that 15–20% of the global population is neurodivergent — and many never receive a diagnosis. This may include you, or your co-worker, or your manager or others on your team.

Next Steps

📅 Book Your Assessment

Possibilities Clinic offers multidisciplinary assessments across the lifespan. Book a free 20 minute Navigation Appointment to discuss what may be best for you. No referral needed.

possibilitiesclinic.com

1-833-482-5558

🤝 Work With a Career Coach

Get practical support for goals, habits, and follow-through with coaching designed to fit your needs. Book your first appointment with your Leadership and Career Coach.

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