

Tips for Adjusting to Change and Settling Into a New Workplace

Starting a new job or adapting to changes at work can feel challenging. The following tips may help autistic individuals manage change, organise tasks, and settle into a new working environment.

Managing Your Workload

- Ask for tasks and instructions to be provided in writing where possible.
- Keep instructions clear and short, and break larger tasks into smaller, manageable steps.
- Create a regular timetable of tasks to add structure and routine to your working day.

Find more support at: National Autistic Society – Support at Work

Adjusting to Change

- Take short breaks, such as a five-minute pause, to help adjust to changes in your schedule or routine.
- Arrange regular check-in meetings with your manager to review tasks and ask questions.
- Let others know if you need extra time to process new information or instructions.

Learn more at: Employment Autism – Managing Change

Getting to Know Your Colleagues

- Take your time getting to know colleagues while you adjust to your new workplace.
- Ask if you can have a workplace mentor or named contact for support with instructions and workplace expectations.
- Simple conversation starters in break areas can include topics such as the weather, TV programmes, films, sports events, or hobbies.
- Remember that some personal topics, such as pay or critical comments about others, are usually best avoided in the workplace.

For more detailed advice and personal experiences, visit the National Autistic Society website or read first-hand articles from autistic individuals using the links below.

If you'd like to discuss any of the above, please call:

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