“Work With Me” Guide for Neurodiversity and Beyond

**A template for sharing how you work best and building more inclusive teams.**

Prepared by the Drinks United Supported Working Group:

**Valeria Granara,** International Sales Coordinator, Nyetimber

**Emma Hodges,** Accessibility and Wine Consultant, Emma’s Wine Time

**David Shearsby,** Account Manager/EDI Team founding member, Hallgarten Novum

*“We created this guide because we’ve personally found tools like this helpful in sharing our own needs at work. Writing them down makes it easier to start open conversations and helps colleagues feel more confident in supporting us. By sharing this template, we hope to normalise these conversations across the drinks industry, reduce stigma, and make it clear that asking for support is as normal as asking for a second screen or an ergonomic chair. We invite you to adapt and use this guide in a way that works for you.”*

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# Introduction & How to Use This Guide

## What this guide is for

This template helps individuals share the conditions and practices that allow them to work at their best. By clearly outlining preferences, needs, and strengths, it supports open communication and reduces misunderstandings.

These guides are not just for neurodivergent colleagues; they can be used by anyone who wants to share their working preferences and create a more transparent, inclusive team culture.

## Why it matters

Using a “Work With Me” guide makes it easier for colleagues and managers to provide the right environment and support. It also helps normalise workplace adjustments, so they’re seen as everyday practices rather than exceptions.

Research shows that employees who feel included and supported are more productive, engaged, and likely to stay with their organisation.

## For individuals

* Use this template to describe how you work best.  
  Share as much or as little detail as you are comfortable with.
* Update it when your needs change, or when starting with a new team or manager.

## For businesses

* Encourage and normalise the use of these guides across your teams.
* Treat them as professional tools, similar to risk assessments or equipment requests.
* Remember: supporting individual needs benefits the whole team, not just the person completing the guide.

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# Section 1: About Me

**My name:** *Write the name you’d like colleagues to use.*

**My pronouns:***Share if you’d like colleagues to use specific pronouns, e.g. she/her, they/them, he/him.*

**My role:** *Share your current role or main responsibilities, so people understand the context of your work.*

**My neurodiversity/identity/other relevant context:***Optional – share if and how you’d like this to be described. This could include neurodivergence (e.g. ADHD – combined inattentive & hyperactive, dyslexia, autism spectrum), long-term health conditions, mental health considerations, or simply a note such as “I think and process differently.” You might also choose to include cultural or religious practices that shape how you work. It’s entirely up to you how specific you want to be, and you should only share what feels comfortable and useful for others to know.*

# Section 2: Conditions I Like to Work In

This section is designed to help colleagues quickly understand what conditions make someone feel settled, safe, and productive.

*Describe the environments where you do your best work. Think about noise levels, workspace setup, flexibility, or predictability.*

Examples you might include:

* “I like having my own desk space and sitting in the same place each day.”  
  “I work best in a quiet environment without lots of background noise or distractions.”
* “Please avoid interrupting me when I’m deeply focused — it takes me time to switch tasks.”
* “Flexible working hours help me manage my energy and stay productive.”

# Section 3: The Times/Hours I Like to Work

This section helps colleagues understand when you work best, so they can plan meetings, communication, and deadlines in ways that support your focus and energy.

*Share when you usually feel most focused and energised, and when you prefer to handle lighter tasks. This helps colleagues schedule meetings and deadlines more effectively. You could also include considerations such as prayer times, fasting periods, or important cultural dates.*

Examples you might include:

* “I like to start early (around 8am) as it helps me settle into my day.”
* “Mornings are when I have the most focus, so I prefer to schedule meetings or deep work then.”
* “I leave tasks that need less concentration for the end of the day.”
* “I sometimes need to structure my hours flexibly to manage my energy levels.”

# Section 4: The Best Ways to Communicate With Me

This section is designed to help colleagues understand how you process information most effectively, so that conversations and instructions are clear and supportive.

*Share the communication methods that work best for you, including how you like to receive instructions, reminders, or quick updates.*

Examples you might include:

* “I usually respond to emails within 24 hours — written communication is easier for me to process and refer back to.”
* “I use Teams for quick messages, but prefer email or scheduled meetings for longer conversations.”
* “When asking if I have time for a quick chat, it helps if you include the topic so I can prepare.”
* “Please provide instructions in bullet points, with clear steps.”

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# Section 5: The Way I Like to Receive Feedback

This section helps colleagues and managers understand how to give feedback in ways that feel constructive, supportive, and motivating.

*You might want to describe the format, timing, or tone of feedback that helps you learn and improve most effectively. You may also wish to note cultural or personal preferences around directness, tone, or timing of feedback.*

Examples you might include:

* “I respond best to coaching-style feedback, especially when issues are discussed as they arise.”
* “I prefer written feedback so I can process it and refer back to it later.”
* “Instant recognition for good work motivates me.”
* “Before receiving feedback, I like the chance to explain what I’ve done and why.”
* “I would rather have a difficult conversation than leave an issue unresolved.”

# Section 6: Things I Need

This section helps your colleagues understand the adjustments, resources, or approaches that enable you to do your best work.

*Be clear about what makes a difference for you, whether it is flexibility, clarity, or specific ways of working. This could include adjustments, resources, or cultural practices that help you work at your best.*

Examples you might include:

* “Flexibility in how I manage my day helps me stay productive.”
* “I need clarity and consistency — blurred lines can feel overwhelming.”
* “I ask lots of questions at first, as I need to fully understand a process.”
* “I learn best by doing and experimenting, and I’ll ask for help if I get stuck.”
* “Brainstorming and talking through problems helps me find solutions.”
* “I like to own my work and take responsibility, even when it’s challenging.”

# Section 7: Things I Struggle With

This section helps colleagues be mindful of the situations, tasks, or dynamics that can make work more difficult for you. Sharing these openly reduces frustration on both sides and helps others adapt their approach.

*Only share what you feel comfortable with; this section is to help colleagues be mindful, not to define you.*

Examples you might include:

* “I find it hard to engage with tasks if I don’t understand the overall purpose.”
* “Unclear instructions or open-ended questions make it difficult for me to know how to proceed.”
* “Heavy admin tasks drain my focus, so I prefer to tackle them in small chunks — please avoid last-minute admin requests where possible.”
* “I sometimes struggle with energy levels, so I like to structure my workload accordingly.”
* “I have a strong sense of justice and find it hard when things feel unfair or inconsistent.”
* “Overly complex or non-practical processes are challenging for me to follow.”

# Section 8: Things I Love

This section highlights your strengths and the types of work or activities that energise you.

*Share what you enjoy to help colleagues understand how to keep you motivated and where you can add the most value.*

Examples you might include:

* “I enjoy problem-solving and finding pragmatic solutions.”
* “I’m motivated by learning new things and taking on fresh challenges.”
* “I like optimising processes and making systems more efficient.”
* “I’m good at recognising patterns, spotting anomalies, and analysing data.”
* “I thrive in clear communication and collaborative brainstorming.”
* “Crisis management energises me — I’m quick at finding plan B options.”

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# Section 9: How I Can Best Support Others

This section helps show that collaboration is two-way. By sharing how you support colleagues, you reinforce that inclusion is about mutual understanding and respect.

Examples you might include:

* “I’m a good listener and can provide perspective when someone needs to talk through a challenge.”
* “I enjoy brainstorming with others and helping generate creative solutions.”
* “I’m proactive in sharing ideas that could improve team processes.”
* “I can step in during high-pressure moments and help find practical next steps.”
* “I’m open to feedback and committed to learning from my colleagues.”

# Conclusion: Building a Culture of Transparency and Inclusion

A “Work With Me” guide is not just about individual adjustments; it is a tool for building stronger, more inclusive teams. By normalising open conversations about how we work best, we reduce stigma, prevent misunderstandings, and create workplaces where everyone feels respected and empowered.

For individuals, this guide is a way to share your needs confidently and highlight the conditions that help you thrive. For businesses, it’s an opportunity to show leadership by encouraging transparency and treating these guides as standard practice, just like ergonomic equipment or health and safety measures.

When people feel safe and supported, performance, wellbeing, and retention all improve. By embedding these practices across your organisation, you contribute to a more resilient, innovative, and inclusive drinks industry.

**For further tools, templates, and training providers, visit the Drinks United Resource Hub.**