DYSLEXIA IN THE WORKPLACE

AYOA

Tips for helping and ensuring you get the right support for your dyslexia in the workplace:

- Let your manager and co-workers know so they can give you support and make adjustments (e.g. provide different supplies and assistive software).

- Install spell checkers and writing aids on electronic devices (e.g. Grammarly).

- Use calendars and task management software to keep track of dates and deadlines.

- Adjust your computer settings - changing the font and background color can make text easier to read.

- Use text-to-speech software so you can check your work for spelling or grammatical errors, or ask a co-worker to proofread for you.

- Allocate extra time for tasks that may take a long time to complete (such as writing reports).

- Use techniques such as bullet pointed lists and Mind Maps to plan out work before you get started.