WHY WORK  Highlight or circle the reasons you want to work. Include additional reasons at the bottom of the page.

Earn money
Use my skills and talents
Learn new skills
Meet new people/Make new friends
Have more control over my life
Achieve my goals
Have something to do/somewhere to go
Do something that interests me
Learn about myself and others
Participate in and contribute to my community
Learn more about my community
Help others
Be part of a team
Improve my confidence

____________________________________________________

____________________________________________________

____________________________________________________
MY STRENGTHS  Highlight or circle your strengths. Include your additional strengths at the bottom of the page.

Organized
Like to learn new things
Friendly
Advocate for others
Big picture thinker
Computer skills
Attention to detail
Punctual
Team player
Hard worker
Like to help others
Adaptable
Good people skills
VISION STATEMENT

1. What type of relationships or activities would I like to continue to be involved in? What would I like to explore?

2. What do I need in order to receive effective supports?

3. What are my strength and abilities?

4. What would I like to happen in the next two years?
MY MUST-HAVES  Highlight or circle what’s important to you. Include additional must-haves at the bottom of the page.

Set schedule
Specific work hours
Near public transportation
Calm Setting
Busy environment with a lot of people
MY PERSONAL TOOLS Highlight or circle tools you will use. Include additional tools at the bottom of the page.

Notebook
Organizer/Calendar/Planner
Support worker/Job Coach
Text messaging for support
Family/Friends
Co-worker
Supervisor
Internet
Phone apps

____________________________________________________

____________________________________________________

____________________________________________________
• Am I knowledgeable about the ADA guidelines?
  o If not, review the guidelines

• Do I need accommodations to perform my best work?

• If I need accommodations, exactly what do I need?

• Are my needed accommodations readily available?
  o If not do I need to disclose to get the accommodations I need?

• If I am disclosing, to whom should I disclose?
  o When should I disclose
At the interview or after obtaining the job?

What am I most comfortable to disclose about my disability?

Sometimes it’s important to give the employer a fact sheet about the disability – help them to be knowledgeable.

- Do I have a fact sheet about my disability and my accommodations need?

- Ask someone who you are comfortable with, about your decision to disclose. In the end, it’s your decision...

- Role-play and practice disclosing with someone. Think about the words to use and how to get your needs met.

- Practice to highlight your strengths and your past accomplishments...
Tips to help me maintain a job:

- I am able to get to work on time.
- I know what time I go to lunch and have breaks.
- I know where to go on my breaks. I bring food and things to do during break time.
- I understand my job and know what is expected of me.
- I know who to ask when I need help at work.
- I know how to ask for what I need at work, such as:
  - A quiet area to work
  - A dimly lit room
  - Other things that will help me work better
Tips that will help me deal with stress and anxiety at work:

I know 5 things to do when I am anxious.

They are:

1. __________________________________________
2. __________________________________________
3. __________________________________________
4. __________________________________________
5. __________________________________________

○ I know who to tell when I am sick or not feeling well.

○ I know how to ask for help when I don’t understand what I’m supposed to be doing at work.
WORKPLACE NAVIGATION  These are some things I might want to know or share with my supervisor so I can feel more comfortable and confident at work. I may not need all the things listed below, depending on my job. I can ask my supervisor, a coworker, or look in the employee handbook (if there is one).

Map of the building, office, or store
Let my supervisor know how I learn best
Restroom location
Who to ask for supplies (pens, paper):
Who to talk to in Human Resources:
My supervisor’s name/work phone number:
Where to eat during breaks:
Where can I buy food/drinks:
Who to call if I’m sick or can’t make it to work:
Procedure for requesting time off:

____________________________________________________________

Go to Social Questions:

Topic to avoid talking about at work:

____________________________________________________________