You and Yours

Adult edition

Accepting Me

PASSPORT

Add a photo, if you'd like to

Name _____

I prefer to be called _____

Date _____

Wonderfully made. Wholly understood.

START HERE

Before you begin

This passport is yours. It helps colleagues, leaders and professionals understand how you work best, as a whole person.

1. **Write it in your own words**
   Notes, full sentences or bullet points. Whatever works for you.
2. **Lead with your strengths**
   What you bring is just as true as what you find hard.
3. **Be honest about what's hard**
   Clear, honest information helps people offer the right support.
4. **Choose who sees what**
   You might keep different versions for work, church and health.
5. **Review it regularly**
   Especially with a new role, a new manager or a change in life.

It's your choice

Share only what helps others support you. Some things are private, and that's OK.

What this passport is not

It isn't a diagnosis, a medical record or a formal request for adjustments, though it can support one.

Finding things hard? Speak to your GP. If you need to talk to someone now, Samaritans are there day and night, free, on 116 123.

AT THE HEART OF THIS PASSPORT

The Law of Acceptance: accepting the truth minimises frustration.

My strengths and struggles are both true · My history can't be changed · My future can be different · Some things may never change

This is me

Start with you: what you bring, what matters to you and what gives you energy.

What I bring

What matters most to me

What gives me energy

What drains my energy

What people value about me

Ask someone who knows you well.

Something I'm proud of

Big or small, it counts.

Anything else I'd like people to know about me

How I work best

How to communicate with me, and what stress can look like for me.

How I communicate best

Tick all that are true.

- [ ] Clear, direct communication
- [ ] Agendas before meetings
- [ ] One task at a time
- [ ] Key points in writing
- [ ] Time to process before I reply
- [ ] Feedback given privately

Something else: _____

When I'm at my best, you might notice...

_____

_____

_____

When I'm stressed or overwhelmed, you might notice...

_____

_____

_____

What helps me recover

_____

_____

_____

What makes things harder

_____

_____

_____

What I'd like you to know about how I work

_____

_____

_____

My senses and environment

Every brain is unique, and so are our senses. Tick what's true for me.

Things around me	Works for me	It's OK	Hard for me
Noise and open-plan spaces	☐	☐	☐
Bright or flickering lights	☐	☐	☐
Crowds and busy commutes	☐	☐	☐
Handshakes, hugs and touch	☐	☐	☐
Dress codes, clothes and textures	☐	☐	☐
Strong smells	☐	☐	☐
Feeling too hot or too cold	☐	☐	☐
Interruptions	☐	☐	☐
Unexpected changes	☐	☐	☐
Long meetings or sitting still	☐	☐	☐
Back-to-back social time	☐	☐	☐

Adjustments that help me

Anything else about my senses

Work, study and community

What helps me do my best work, and feel that I belong.

I work best when...

Tasks I find tricky

Things that help me

Tick all that help.

- [ ] Written instructions
- [ ] Flexible hours or breaks
- [ ] Remote or hybrid options
- [ ] Regular one-to-ones
- [ ] Clear priorities and deadlines
- [ ] A quiet space or headphones
- [ ] Reminders and visual planners
- [ ] Assistive technology

Something else: _____

When things change

Change can be hard for me. Please:

- [ ] Tell me early
- [ ] Explain the reason
- [ ] Time to adjust

Something else: _____

Feeling part of a team or community

At work, at church, or anywhere else: what helps me feel I belong.

THE LAW OF ACCEPTANCE

What's true about me

Accepting the truth minimises frustration. Here's what's true about me right now.

My strengths and struggles

Both are true. Both are mine.

Something I'm good at

Something I find hard

My story so far

My history can't be changed. This box is optional: only share what helps others support me now. Some things are private, and that's OK.

Things I'm working on

My future can be different.

Things that may always be part of me

Some things may never change, and I am still wonderfully made.

Looking ahead

Where I'm heading, and the support that would help.

My goals for the year ahead

Support that would help me get there

My hopes for the future

Shared with

Keep track of who has a copy, and which version.

Name	Where (work, church, health…)	Date

Other plans I have

- [ ] Workplace adjustments
- [ ] Health or care plan
- [ ] Other

Next review date