ACCESS TO WORK · ADHD

Your Access to Work tick list

A step-by-step list for applying for Access to Work when you have ADHD. Take it one box at a time. You don't have to do it all today.

Tick as you go
Every box you tick is progress.

Small chunks
Each step shows roughly how long it takes.

Stop any time
Pick up where you left off.

1 Gather your details

About 10 minutes

- [ ] Your National Insurance number
- [ ] A workplace contact's name, email and phone
  If you're employed. They won't be contacted without your permission.
- [ ] Your workplace address and postcode
- [ ] Your UTR number
  If you're self-employed. You need a turnover of at least £6,500 a year.

2 Note how ADHD affects your work

About 15 minutes

Tick anything that sounds like you. You'll use this when you apply.

- [ ] Getting started on tasks
- [ ] Losing track of time and deadlines
- [ ] Remembering actions from meetings
- [ ] Switching between tasks
- [ ] Prioritising when everything feels urgent
- [ ] Focusing in a noisy or busy workplace
- [ ] Keeping on top of email and admin
- [ ] Feeling overwhelmed and needing time to reset

One or two real examples from your week:

Tip: write it the way you'd explain it to a friend. "I miss deadlines because…" is more useful than a general description.

General information, not advice. Access to Work is run by the Department for Work and Pensions (DWP), and Target Coaching isn't connected to it. Check gov.uk for the latest details.

3 Note what would help

About 5 minutes

- [ ] ADHD coaching
- [ ] Assistive software, such as planning or focus apps
- [ ] Noise-cancelling headphones
- [ ] A quieter place to work

Anything else: _____

4 Apply

About 20 to 30 minutes

- [ ] Go to **gov.uk/access-to-work/apply**, or call **0800 121 7479**
  Monday to Friday, 9am to 5pm. If phone calls are hard, you can ask for everything by email.
- [ ] Fill in the form using your notes from steps 2 and 3
- [ ] Say clearly that you'd like ADHD coaching, and why it would help
- [ ] Write down your reference number and the date you applied

Reference number: _____ **Date applied:** _____

- [ ] Set a phone reminder to chase it if you haven't heard back

5 Get ready for your assessment

About 10 minutes

- [ ] Have this sheet in front of you
- [ ] Give real examples, not just "I find it hard to focus"
- [ ] Ask for coaching by name
- [ ] Ask how payment works
  You or your employer may need to pay some costs up front and claim them back.

Assessment date and time: _____

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6 When you hear back

About 10 minutes

- [ ] Read your decision and note what's covered
- [ ] Share it with your employer, if you need to
- [ ] Book your coaching

If you get stuck

- Do the smallest next box
- Do it alongside a friend
- Set a 15-minute timer, then stop
- Done is better than perfect

Want some help with this?

I'm Simon, an accredited coach with ADHD myself. Book a free intro call and we'll talk it through.

tidycal.com/tcbooking/15intro

My notes

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