



National
Multiple Sclerosis
Society

Analyzing Your Need for Reasonable Accommodations For Self Advocacy

Take a few minutes now to analyze your need for reasonable accommodations. Use the chart provided on the next page to write down your thoughts.

Step 1: Using a copy of your job description, list your job functions. (If you are currently between jobs, list the functions of a past job or of a job you would like to have).

Step 2: Decide whether the job function is essential or non-essential and write your decision in the second column.

Step 3: In the third column, jot down those symptoms of your MS which are affecting, or which you fear will affect in the future, your job performance.

Step 4: For your essential job functions, brainstorm possible accommodations to help you manage your symptoms and continue to do your job. Jot these down in column four.

For the non-essential job functions that you are having difficulty accomplishing, think about other tasks that you could do instead of this one (e.g., if you and co-workers share the responsibilities of covering the receptionist during lunch and taking the mail to the mailbox, but you are not able to take the mail to the mailbox any longer, offer to take additional lunch shifts). List these in column four.

My job functions	Essential/ Non-essential	List specific MS symptoms that are affecting each job function.	Possible accommodations/other tasks
EXAMPLE: Taking turns twice a week making coffee	Non-essential	Can't walk all the way to the kitchen and carry back coffee.	Trade one day of receptionist lunch coverage with someone who can make and carry coffee.

Look over the list of accommodations you have generated and analyze them further. Would any of these accommodations increase your productivity and your value to your employer? Consider each accommodation in terms of its effectiveness for you as well as from the viewpoint of your employer. Take some time now to perform this analysis.

Accommodation	This accommodation will help me by:	This accommodation will help my employer by:
EXAMPLE: Headset for phone	Reduce fatigue caused by holding phone with head.	I will be able to answer more phone calls.

Taken from **Career Crossroads: Employment and MS**, National Multiple Sclerosis Society, 1-800-344-4867, www.nationalMSSociety.org.