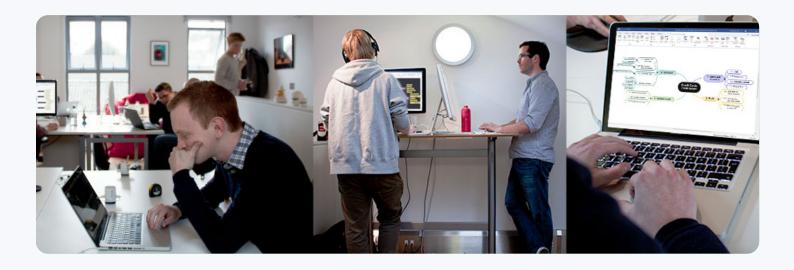


Why Mind Mapping as a strategy for disabled employees?

Mind mapping helps people externalize ideas, see relationships, and organize complex information visually. For colleagues with dyslexia, ADHD, autism, visual or motor impairments, or executive-function challenges, this reduces working-memory load, makes multi-step tasks manageable, and builds confidence.

Key benefits:

- ► Reduces cognitive load through visual externalization
- Improves organisation and sequencing for documents, reports, presentations and meetings
- ► Supports memory and recall for audits, casework, and complex processes
- ▶ Diminishes blank-page anxiety, boosting confidence
- Enables flexible thinking; add, move, and restructure ideas quickly
- ► Fits everyday Microsoft 365 workflows via export to Word, PowerPoint and Excel



What is MindView (AT edition) for Workplace Accommodations?

MindView AT is an assistive mind-mapping and project-planning suite used to plan, sequence and communicate work. It is built for neurodiverse and disabled employees and is fully accessible. 508 Compliant an certified to support WCAG 2.2 AA-level user needs and works with leading assistive technologies (e.g., Dragon Professional voice control, Talk-Type, JAWS, SuperNova, ZoomText).

MindView removes "blank-page" pressure by helping employees capture ideas visually, check sequence in Outline, Timeline or Gantt views, and export directly into Microsoft 365 documents with hierarchical headings and a table of contents, so drafting starts with structure rather than from scratch.



Where Mind Mapping Fits in Workplace Adjustment (Typical Use Cases)



From blank page to finished draft (reports, policies, long emails)

Barrier: struggles to start, hold structure, or maintain flow.

MindView fit: capture ideas visually > Outline to check order > Export to Word with headings/ToC so drafting starts with a framework.

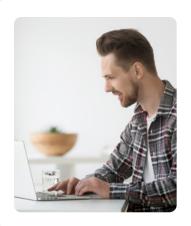
Meeting preparation and follow-up

(solo or collaborative)

Barrier: meetings feel overwhelming; actions get lost.

MindView fit: map the agenda (topics, decisions, owners), co-capture notes, flag actions, then share the Outline as minutes.





Time and priority visibility (weekly plans, deadlines, dependencies)

Barrier: time-blindness; can't see priorities across tasks.

MindView fit: break work into branches with start/due/ priority, use Timeline/Year Wheel/Gantt, and export reminders where applicable.



Caseload/project hub (investigations, audits, client work)

Barrier: scattered evidence/notes; sequence gets muddled.

MindView fit: one map holds chronology, notes, links and files; icons/color show status; keep order while updating.

Presentation storyboard & talking points

Barrier: hard to structure a narrative; slides sprawl.

MindView fit: map the story arc > Export to PowerPoint for a clean deck with structure baked in.





Onboarding and process guidance (SOPs)

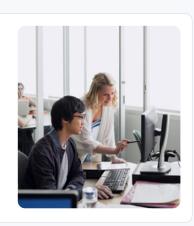
Barrier: complex processes are hard to follow and remember.

MindView fit: visual SOPs with steps, exceptions, links and attachments; Branch Focus for step-by-step work.

Research/analysis & synthesis (themes, sources, findings)

Barrier: overwhelmed by volume; can't see patterns.

MindView fit: cluster themes, link sources, then flip to Outline for a clean summary to share.





Weekly planning & Kanban-style tracking

Barrier: starts many tasks, finishes few; loses momentum.

MindView fit: simple "Next / In-Progress / Done" branches or Kanban/Year Wheel, with small, visible steps.

Low-effort restructuring for motor fatigue or pain

Barrier: typing and reformatting are exhausting.

MindView fit: drag-and-drop to reorganize without retyping; dictation/voice control if needed; export handles layout.





Comfortable, low-glare planning for visual strain/light sensitivity

Barrier: bright/cluttered interfaces cause fatigue.

MindView fit: high-contrast themes, keyboard-only navigation, and accessible export keep structure readable across tools.

A public sector example is West Midlands Police, who use MindView as a workplace adjustment to organise investigations chronologically and stay on track; see the published case study at https://www.matchware.com/case-study/west-midlands-police



Manager Quick Summary

What MindView AT does in the workplace: MindView AT gives colleagues a predictable, visual workflow to plan work, structure documents and presentations, and track tasks.

It reduces cognitive load (dyslexia/ADHD/EFD), supports accessible working (VI/light sensitivity, motor difficulties), and speeds up drafting by exporting to Microsoft 365 with headings, ToC and templates.

When to consider MindView (typical triggers):

- ▶ Report/policy writing stalls at the "blank page" stage or lacks coherent structure
- Complex briefs need breaking into sections and actionable steps (ambiguity causes overload)
- ▶ Missed deadlines/time-blindness across competing tasks and hybrid contexts
- ► Reformatting/reworking text causes fatigue (motor effort) or errors
- ► High visual strain; need for screen-reader/keyboard navigation and high-contrast modes
- Caseload/project work needs a single view with links, notes and status

Manager actions (3 steps):

- Agree the barrier(s) and outcomes with the colleague (e.g., structured reports on time; predictable workflow)
- 2. Support the colleague's ATW application (evidence of role, hours, and job duties); confirm reasonable adjustments provided by the employer
- 3. Enable adoption: schedule brief AT training; agree simple usage routines (e.g., map > outline > export) and review after 4–6 weeks

Expected outcomes:

- ► Faster starts and fewer redrafts; clearer document structure
- Better time visibility and task sequencing; more on-time delivery
- Reduced cognitive/visual/motor load; sustainable performance in hybrid work

Access to Work (ATW) application & claiming (assessor-ready)

Check scope & eligibility

ATW complements,not replaces,employer reasonable adjustments. It funds additional costs over what a non-disabled worker would need, meeting minimum needs with value-for-money. Confirm the colleague is 16+ and in, or about to start, paid work in Great Britain (employment or self-employment). For civil servants, departments fund support directly except for MHSS.

2 Apply online

The colleague applies on GOV.UK; have job details ready (role, hours, employer contact).

Adviser triage & (if needed) workplace assessment

A DWP adviser may arrange an assessment to recommend practical support (e.g., special aids/equipment, adaptations, support worker/communication support, travel-to-work/in-work travel).

Decision & award

Decision letter specifies support scope, period, any employer cost-share, and the annual cap applicable.

Ordering & implementation

Employer/individual purchases agreed items/services; keep invoices/receipts. MindView licensing/training can be scheduled immediately once approval is in place.

Claiming & evidence

Claims are submitted with evidence of spend (receipts/invoices, travel logs). Follow the award instructions for frequency and format. Update DWP on any change of circumstances; renew before expiry.

ATW can support flexible/hybrid working and multi-location setups; advisers can also give practical advice to employers on adjustments and support plans (including mental-health support plans).