



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 and 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.



**MindView - Accredited Assistive
Technology Mind Mapping Software**

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):

1. 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)

1 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).

3 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).

4 Decision & award

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

5 Ordering & implementation

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

6 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).