Hand this to your manager

A card for the person doing the telling. Give it to your manager before the conversation, or send it with the message. It says what helps, so neither of you has to guess.

CUT OR FORWARD FROM HERE

✱ BEFORE WE TALK

I'm about to tell you something about my health or a disability.

You don't need to know the right words, and you don't need to fix anything today. These four things help most.

1 **Thank me.**
That's the whole first line. It took something to say it.

2 **Ask what gets in the way, and leave the diagnosis to me.**
"What would make this work better for you?" is the right question. I'll share what's useful.

3 **Agree with me who else needs to know.**
Then keep to it.

4 **Tell me what happens next, and when.**
"I'll find out by Friday" is fine. A date beats a promise.

This card comes from The Small Print, a free monthly session for managers and HR on what to do when disability comes up at work. There's more for managers at hughokeeffe.com. Hugh O'Keeffe, Disability, Access and Inclusion Consultant. Not legal advice.