

# ted's TOP 10 TIPS ON MAKING THINGS EASIER AT WORK

Whether you're experiencing the menopause journey yourself, or supporting others, implementing our top 10 workplace adjustment tips will make things a little easier at work...

## 1

**Can you work at a desk by a window?**  
(fresh air and natural daylight will help with hot flushes and tiredness respectively)

## 2

**Get a desk fan**  
(the USB plug in ones are great if you haven't got room for a full size fan)

## 3

**Familiarise yourself with the quiet room in your workplace**  
(if you work from home, is there somewhere else in the house you can go & sit for 5 minutes, away from your computer, when you need some time out?)

## 4

**Take regular breaks**  
(even if they're just to make a cup of tea: step away from your screen!)

## 5

**Wear natural fabrics, which are more breathable**  
(and take a spare top into work - you'll feel more comfortable knowing you can get changed if you need to)

## 6

**Ask for more time to submit tasks if you are struggling to concentrate**  
(be honest with your manager about what you need, and why)

## 7

**Ask HR about any resources you might not be aware of**  
(often we don't tend to know what's available until we need it)

## 8

**Find out if your organisation has a menopause policy**  
(if it doesn't, you may find menopause related matters are referenced in other policies such as Inclusion policies and Sickness processes)

## 9

**Talk to your manager, a trusted colleague, HR or another leader about your experiences**  
(this will raise awareness and encourage people to think about how the organisation could help)

## 10

**Break the taboo, speak openly about menopause**  
(and consider becoming a menopause champion so you can support others)

