

Requesting advanced notice:**L2**

To supervisor:

"Sometimes I have a hard time dealing with changes to my routines or tasks on the job.

When possible, could you please let me know about these changes ahead of time?

That way, I can be prepared and do the best job possible."

Wait for supervisor's response.

At the end, be sure to say *"Thank you."*

Requesting advanced notice:**L2**

To instructor at school:

"Sometimes I have a hard time dealing with unexpected changes in the class schedule.

For example, it is hard for me when
_____.

When possible, could you please let me know about these changes ahead of time?

That way, I can be prepared and do the best job possible."

Wait for instructor's response.

At the end, be sure to say *"Thank you."*