

A neurodiversity guide to effective work

Strategies for supporting executive function,
written in collaboration with Understood.org



Table of contents

Understanding executive functioning challenges	04
Your guide to using Google Workspace with Gemini	07
Find and synthesize information	08
Recall and connect context	08
Organize files to recall context	09
Prepare for the day with daily briefings on your tasks	10
Structure information and organize your thoughts	12
Make sense of information in multiple formats	13
Create and refine content	15
Brainstorm ideas and breakdown tasks with Gemini	15
Overcome the blank page with generated first drafts	16
Use voice input when typing feels overwhelming	18
Execute on projects and align stakeholders	19
Focus and reorient on what you need to know and do	19
Automate and streamline tasks across your workspace	21
Simplify scheduling, rescheduling, and meeting creation	22
Take notes in meetings and breakdown meeting transcripts	24
Protect your focus time	25
Communicate and collaborate intentionally	26
Proactively proofread your emails before sending	26
Prepare your thoughts to collaborate intentionally	27
Build confidence before going into difficult situations	28



Many of us face a constant stream of information, shifting priorities, and increased workloads in our daily lives.

Navigating these demands successfully requires executive function — a critical set of cognitive skills — which helps us plan, organize, and execute tasks.

While managing these demands can be overwhelming for everyone, they are especially challenging for the roughly 20% of the population who are neurodivergent.¹ Neurodivergence refers to natural variation in how brains work — including ADHD, autism, dyslexia, dyscalculia, dyspraxia, and other neurological differences. While neurodivergence is broad and diverse, many experience its significant impact on executive function.

Regardless of how we process information, we all use critical cognitive skills in our day-to-day work and encounter executive functioning obstacles, whether that's difficulty paying attention, getting started on a daunting task, or sifting through large amounts of information to make a decision.

This guide is a collaboration between [Google Workspace](#) and [Understood.org](#). It's designed to help everyone, especially those with thinking and learning differences, use [Google Workspace with Gemini](#) to help overcome executive functioning obstacles, do their best work, and achieve workplace success.

¹ Diamond A. Executive functions. *Annu Rev Psychol.* 2013;64:135-68. doi: 10.1146/annurev-psych-113011-143750. Epub 2012 Sep 27. PMID: 23020641; PMCID: PMC4084861.

Understanding executive functioning challenges

Executive functioning is a set of mental skills that includes working memory, flexible thinking, and self-control.² Challenges arise when our brains struggle to manage priorities, stay focused, and organize tasks. They're unrelated to general intelligence — you can be highly intelligent and still struggle to complete work tasks on time.

Researchers have proposed several frameworks for executive function. For this guide, we're using Thomas E. Brown's six-cluster model for its practical structure. It maps cognitive processes to the demands of everyday life tasks and work. While Brown developed it primarily from attention-deficit/hyperactivity disorder (ADHD) research, he highlights processes that are relevant to everyone.

Brown's model breaks down executive functioning into the following:



Activation

Organizing and prioritizing workload and getting started on tasks even when you don't feel motivated.



Memory

Holding information in mind to use it (working memory) and accessing what you've previously stored when you need it (recall).



Focus

Sustaining your attention on a task, shifting focus when necessary, and filtering out distractions.



Action

Monitoring your own behavior (self-monitoring), controlling impulsive speech or actions, and adjusting course (self-regulation).



Effort

Regulating alertness, sustaining effort, and processing speed.



Emotion

Managing feelings of frustration, worry, or disappointment so they don't derail you from your work.³

While the model defines executive function with six main clusters, we've broken them down further, so you can identify which areas are most relevant to you and how Workspace with Gemini can help.

² Diamond A. Executive functions. *Annu Rev Psychol.* 2013;64:135-68. doi: 10.1146/annurev-psych-113011-143750. Epub 2012 Sep 27. PMID: 23020641; PMCID: PMC4084861.

³ Brown, T.E. ADD/ADHD and impaired executive function in clinical practice. *Curr Atten Disord Rep* 1, 37-41 (2009). <https://doi.org/10.1007/s12618-009-0006-3>



Activation

If you've ever stared at a blank page and had difficulty getting started, you've probably struggled with activation. When the activation piece of your executive function stalls, it can look like procrastination or a lack of motivation.

Activation can be broken down into the following components:

Organizing

Structuring your thoughts, tasks, and materials so the work feels manageable rather than overwhelming.

Prioritizing

Sorting tasks by importance so your energy has a clear direction.

Getting started on a task

Lowering the activation energy required to begin, especially when a project feels daunting or dull.

Focus

Focus helps you maintain momentum after starting a task. While technology has turned the workplace into a hyper-connected space, it has also created an environment full of digital noise, making it harder to sustain our attention on a single task or effectively shift focus when we need to.

Focus can be broken down into the following components:

Sustaining attention

Keeping your focus on the task long enough to make meaningful progress.

Shifting focus between tasks

Moving smoothly between different tasks as your priorities evolve throughout the day. This can include recognizing when deep concentration on one thing, sometimes called *hyperfocus*, is serving you as a strength, or when shifting focus would better serve your goals and values.

Filtering out distractions

Directing your attention to what you intend to work on, even when other things are competing for it.

Effort

Regulating your energy at work or knowing when to start, stop, or pace yourself, is a crucial skill that many find challenging. You might struggle with the effort part of Brown's cluster if you get drowsy in long meetings, over-invest in minor details, or struggle to process large amounts of information efficiently.

Effort can be broken down into the following components:

Regulating alertness

Balancing your energy levels, such as staying awake during long meetings, dense reading, or tasks that aren't intrinsically interesting. Also important for slowing the mind down when it's time for rest.

Sustaining effort

Maintaining the mental energy a task requires from start to finish. Even in that last 10%.

Processing speed

Taking in new information at a speed that works for you in modes that you most prefer — whether that's reading, seeing, listening, or doing.

Memory

Memory is the mental space that allows us to hold, retrieve, and use information at any given time. It helps us track past decisions, recall what's relevant, and stay oriented in the present, but it's difficult to remember information when we're under pressure or distracted.

Memory can be broken down into the following components:

Working memory

Holding information in mind and using it in the moment to finish the task at hand (i.e. remembering instructions just given to you).

Recalling information

Accessing your stored knowledge and past experiences when you need them.



Action

The action part of executive function is about moving from intention to execution in a deliberate manner. For many, working on this means learning to act thoughtfully rather than impulsively, helping to minimize regret and maximize outcomes aligned with our goals.

Action can be broken down into the following:

Self-monitoring

Staying aware of how you are performing a task while doing it, catching your own mistakes, and noticing when you've drifted off-target.

Self-regulating

Adjusting course in response to what you notice — including controlling impulsive speech or actions, and slowing down when needed.

Emotion

Emotions are an essential part of the human experience, but for some of us, when a strong emotion arises, it takes over the entire operating system, making it hard to focus on little else. This can be true with both challenging feelings, like frustration with a colleague; and pleasant feelings, like excitement over a new project.

Emotion can be broken down into the following:

Managing frustration

Having the right tools to work on difficult feelings that take over (i.e. frustration, disappointment, and worry), so it doesn't run your operating system.

Acting with intention

Choosing your response rather than letting the emotion be the core decider, so your words and actions stay aligned with your goals and values.

Your guide to using Google Workspace with Gemini

To help you get the most out of this guide, we've mapped Google Workspace with Gemini tips to each executive function cluster in Brown's model. The strategies in this guide are anchored on Brown's research and Google x Blink research on [AI tools for neurodiverse users](#). Feel free to explore and dive into the tips that feel most useful to you. While most features mentioned in this guide are available to all users, it's worth noting that some examples may require specific [Google Workspace plans](#).

How Workspace with Gemini can help

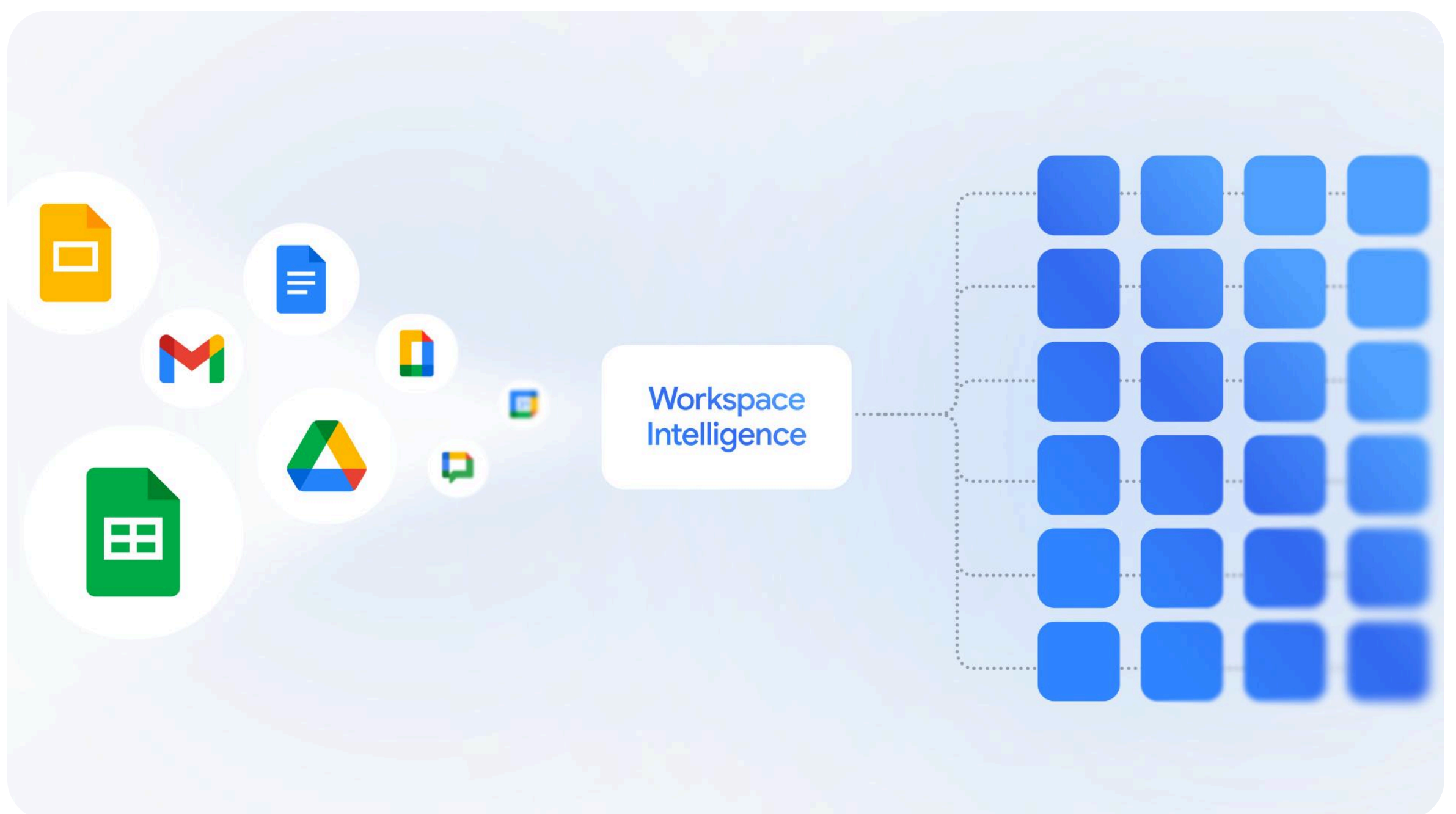
Recall and connect context

Supported cluster activities:

- Organizing
- Prioritizing
- Getting started on a task
- Sustaining attention
- Shifting focus between tasks
- Sustaining effort
- Processing speed
- Working memory
- Recalling information

Navigating the digital landscape can feel like filtering out a thousand different frequencies all at once. This is where **Workspace Intelligence**, the contextual AI layer built into your Workspace apps, becomes a powerful ally for your unique working style. It's a secure, dynamic system that processes patterns of complex relationships within the content in your Workspace apps (such as Docs, Slides, or Gmail), active projects, collaborators, and organization's domain knowledge.

Whether it's automatically summarizing long email threads to prevent information overload, suggesting relevant files before you have to search for them, or helping you organize and structure your thoughts, Workspace Intelligence can connect your context proactively to help lower your activation energy, help you stay focused, regulate your effort, and assist you in recalling information. For example, you can use **Ask Gemini in Chat** — your command line for work — to start your day with prioritized proactive briefings, find context by tracking down any email or file, and stay in flow by creating docs and slides right from Google Chat.



Workspace Intelligence turns your scattered emails, chats, and files into a cohesive knowledge graph.

Organize files to recall context

Supported cluster activities:

Organizing

Getting started on a task

Sustaining attention

Shifting focus between tasks

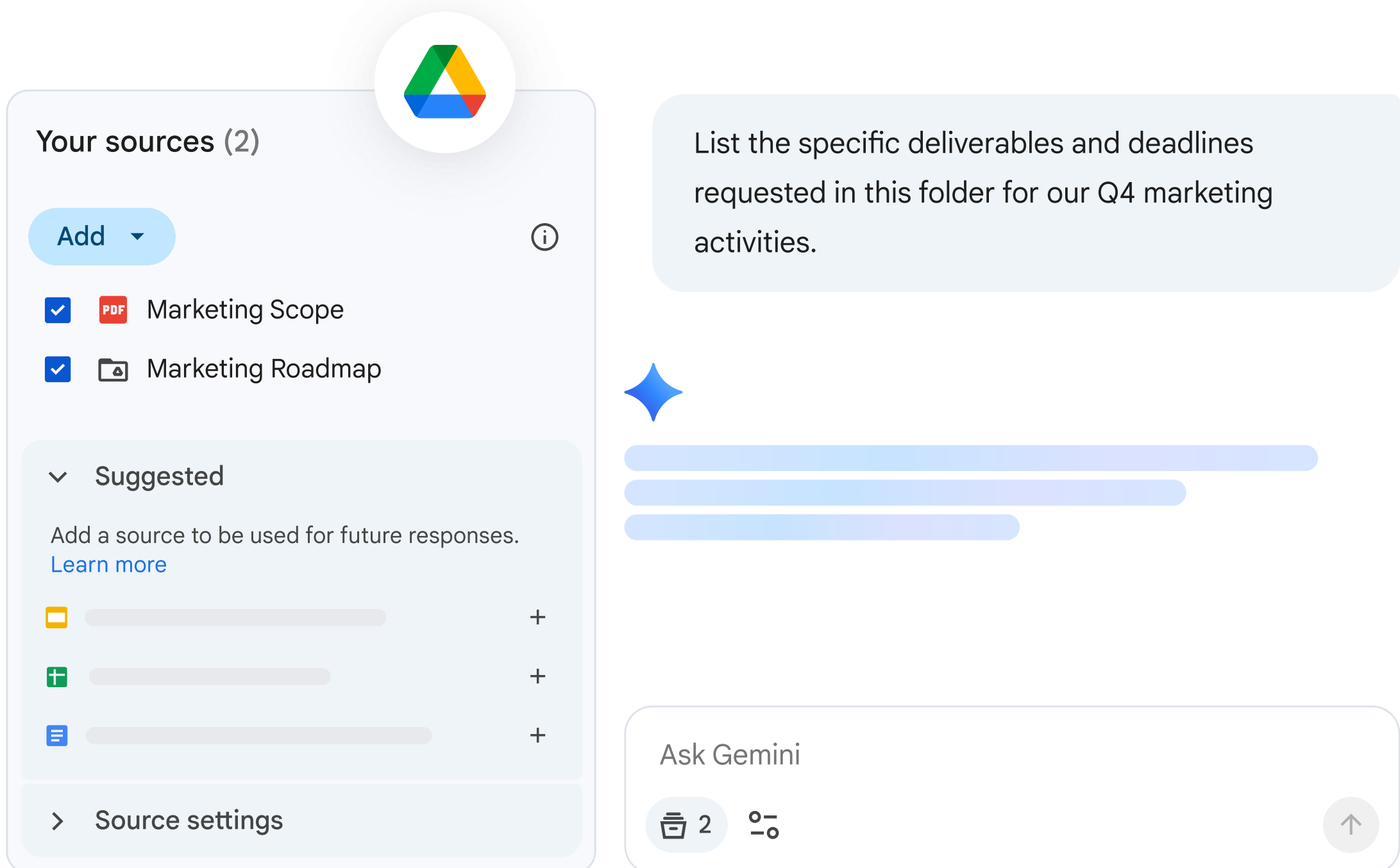
Sustaining effort

Working memory

Recalling information

Maintaining your focus, organizing your content, and recalling information is difficult if you're constantly switching apps or looking for project updates across scattered information. Try using **Drive projects** to consolidate relevant files in one place, keeping your team and Gemini grounded on the right information. It reduces the mental friction of searching for context and equips Gemini with the exact information it needs to generate tailored drafts and insights, leaving you free to focus entirely on executing.

To create a Drive project, open your Drive and navigate to **New > New project**, name your project, and add your sources.



Organize your team's work in Drive projects to get AI overviews and track your progress.

Now, anytime you want to focus on the task at hand without digging through files, you can visit the Drive project you created to get the information you need.

Prepare for the day with daily briefings on your tasks

Supported cluster activities:

Organizing

Prioritizing

Getting started on a task

Shifting focus between tasks

Sustaining effort

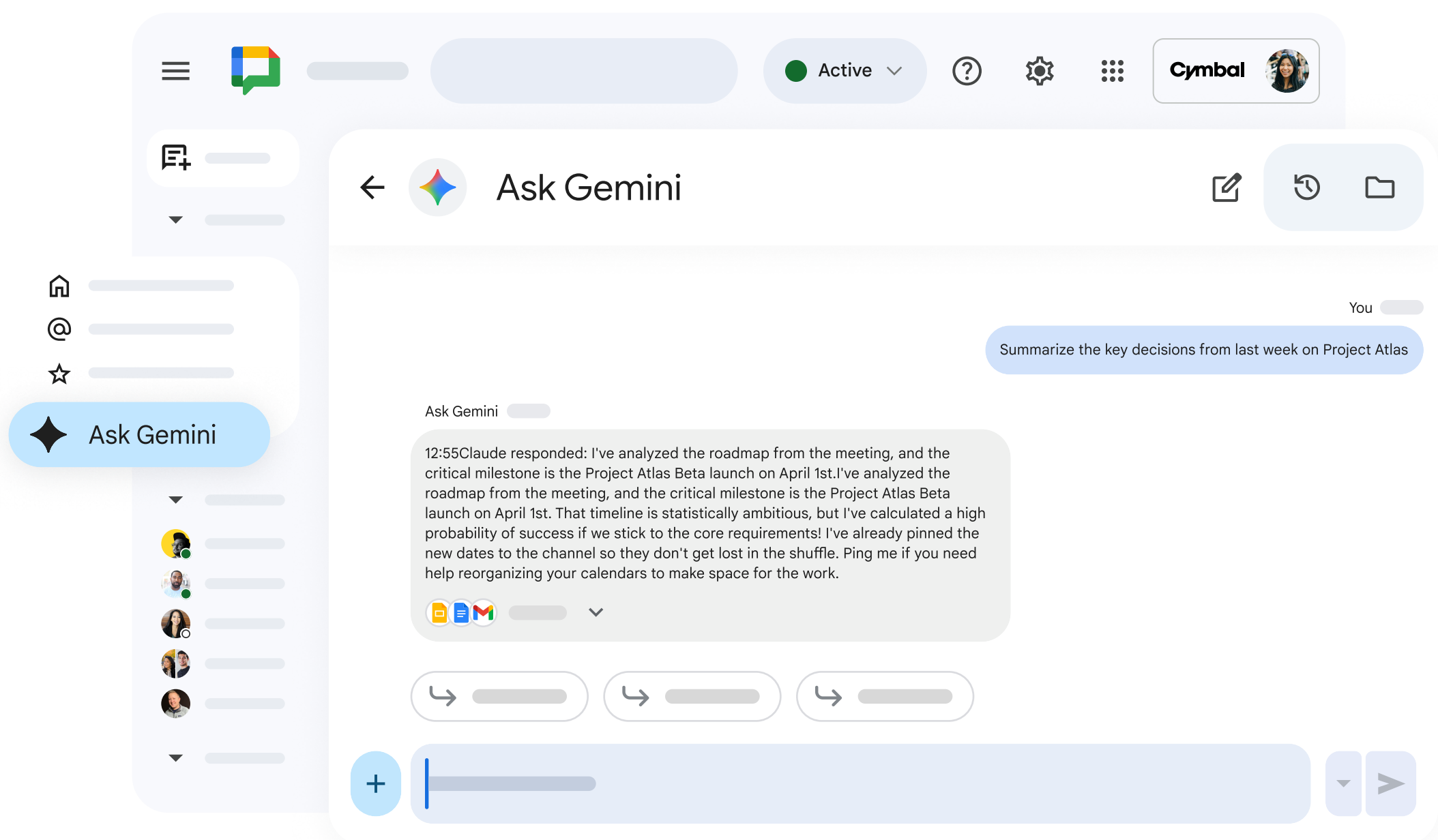
Processing speed

Working memory

Recalling information

Instead of starting your day by digging for the right information and context, try using **Ask Gemini in Chat** to get a daily briefing on your action items. It compiles key action items and pending tasks you might have missed across your Workspace apps into a daily brief that's sent directly to your Google Chat.

You can enable a daily briefing by navigating to **Ask Gemini in Chat** and typing `/settings` in the prompt bar, and turning on daily brief settings.



Ask Gemini in Chat helps you prioritize your day, and can use skills to manage tasks on your behalf.

While the daily briefing is one great way to start your morning, *Ask Gemini in Chat* can also help you manage your workload throughout the day by:

01 Finding and synthesizing information

1. Find specific information, messages, emails, or files across your connected workspace
2. Synthesize key decisions, notes, and updates from across different sources

02 Prioritizing jobs for the day

1. Highlight your daily tasks and priorities
2. Help you catch up on unread messages and emails
3. Help you catch up on specific topics and spaces

03 Getting things done

1. Draft emails and messages
2. Schedule and manage meetings
3. Generate multimedia including presentations, images, and podcast-style overviews

Structure information and organize your thoughts

Supported cluster activities:

Organizing

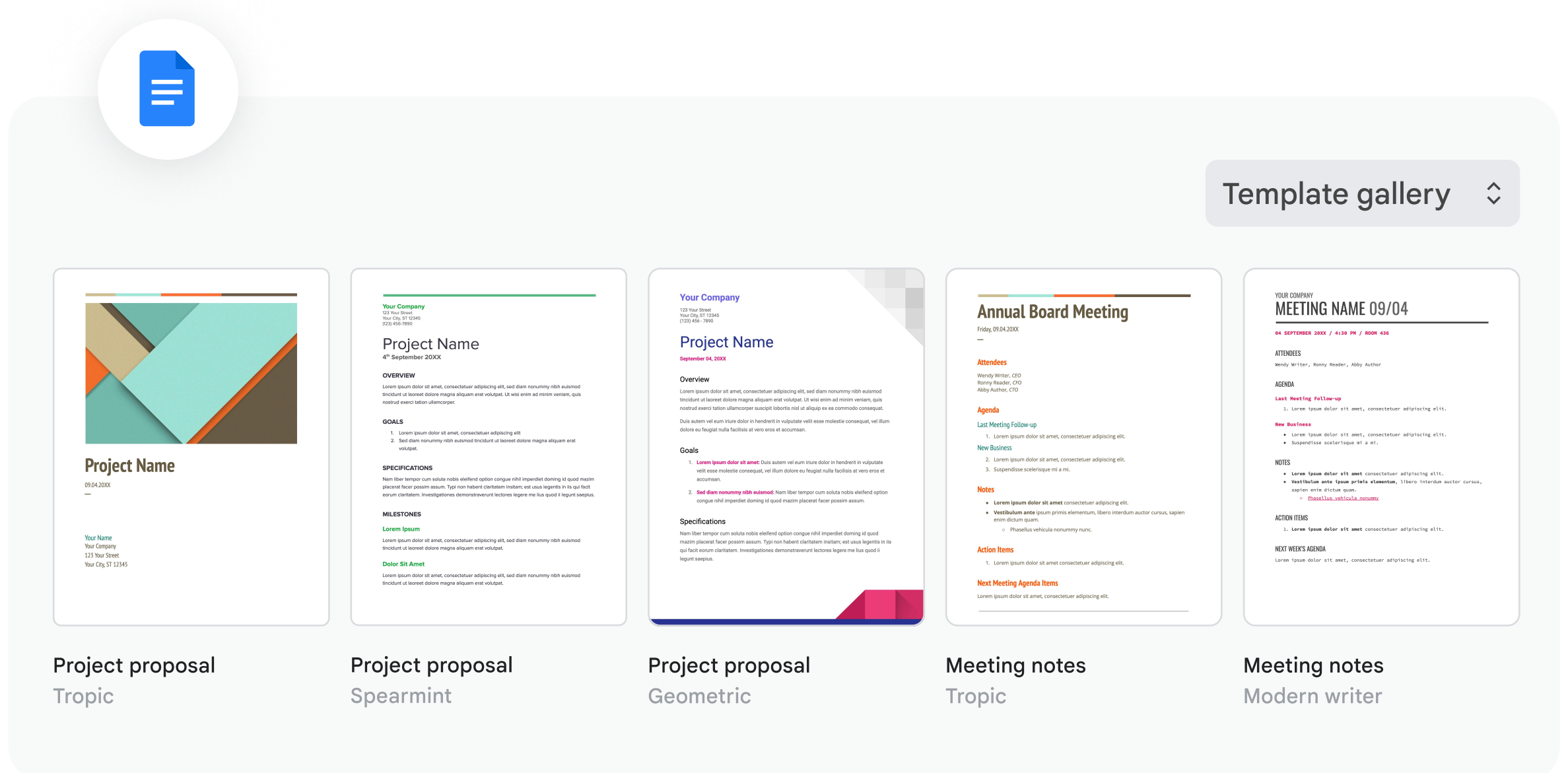
Getting started on a task

Sustaining effort

Processing speed

If you need help organizing information or your thoughts in a structured manner, you can ask Gemini in Docs to create structured templates for recurring tasks such as project plans, meeting agendas, or summary decks to reduce the activation energy needed to organize your thoughts in the first place.

To create a Google Doc from a template, navigate to **File > New > From template gallery** or select **File > New > Help me create**, select the “Templates” chip from the bottom bar of your new page, and choose the template that fits your use case.



Create structured templates by using built-in templates in Docs.

You can also organize information in Google Sheets by letting Gemini build and edit spreadsheets agentically. Gemini in Sheets will pull insights from your work and the web, manage cell formatting, and help you analyze faster with auto-generated pivot tables and charts. Soon, skills in Workspace Studio will also allow you to create and share templated documents with agentic automation for repetitive tasks.

Find and synthesize

Make sense of information in multiple formats

Supported cluster activities:

Organizing

Sustaining attention

Regulating alertness

Sustaining effort

Processing speed

Working memory

Recalling information

NotebookLM can act as an AI-powered assistant to help you summarize, analyze, and synthesize information from various sources. You can upload documents, web pages, videos, and more, and ask questions or generate summaries based on the sources you provide. Think of it as a personalized AI research assistant that helps you make sense of information in multiple formats.

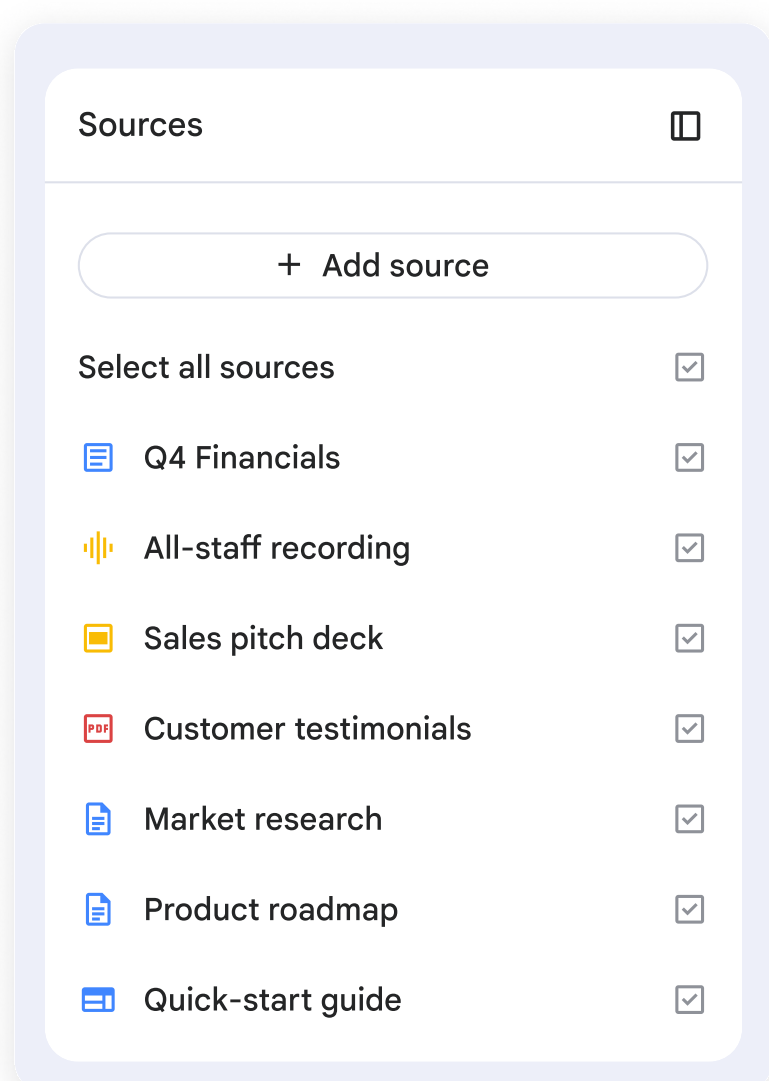
Audio processing

If you prefer to process information by listening, NotebookLM can turn long, text-heavy PDFs into a conversational, podcast-style audio summary that you can listen to while you're on the go.

To create an audio podcast in NotebookLM, create a new notebook, upload your sources, and open the control panel to find [audio overviews](#). Similarly, you can also hear audio summaries of a Google Doc or just a tab by selecting [Tools > Audio > Listen to this Tab](#) or [Listen to Document Summary](#) in Docs.



Quarterly wrap-up

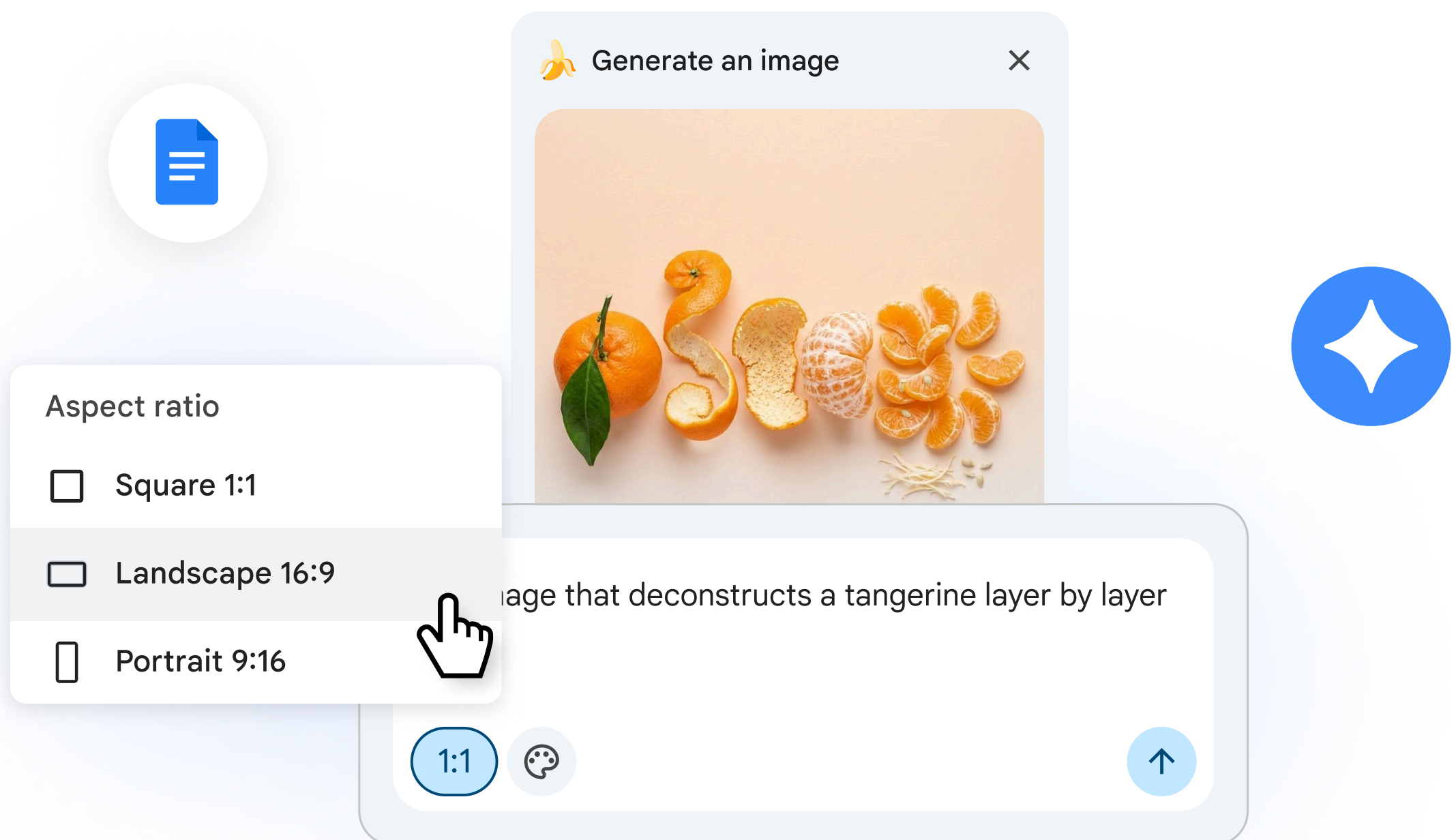


Create audio overviews from your notes, videos, copied text, and more.

Find and synthesize

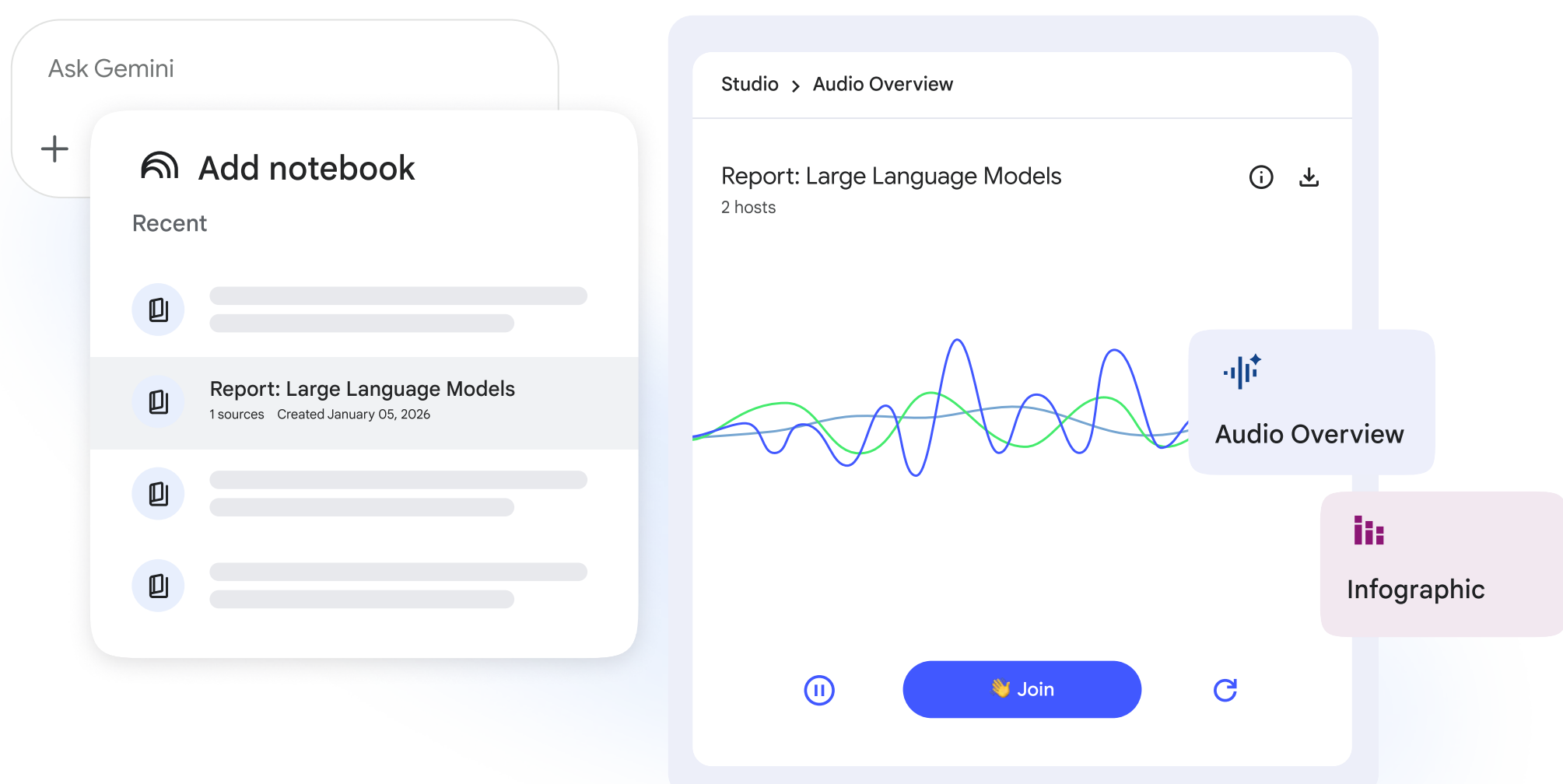
Visual processing

If you're a visual learner, infographics in Google Docs and mind maps in NotebookLM are incredibly effective at bringing structure to scattered thoughts. In a Doc, try using Gemini to generate images and infographics based on your document's content.



Gemini in Docs can now generate images to match your content, and refine your document based on comments.

In NotebookLM, try generating interactive visual diagrams (mind maps) to help you grasp the overall structure of your sources. Mind maps also allow you to zoom in on specific areas and click concepts to get summaries and start a chat on a topic. Like audio overviews in NotebookLM, mind maps can be found in the NotebookLM control panel.



Grasp the overall structure of your sources and connect seemingly unrelated concepts with mind maps in NotebookLM.

Brainstorm ideas and breakdown tasks with Gemini

Supported cluster activities:

Getting started on a task

Sustaining attention

Shifting focus between tasks

Sustaining effort

Processing speed

Working memory

Recalling information

Try starting your next big project by giving the [Gemini app](#) the context and materials it needs to help you brainstorm and organize your workload.

To turn Gemini into a personalized brainstorming partner, you'll want to:

01 Set the stage

Outline your primary objectives, your target audience, and any specific limits on time or budget.

02 Provide the materials

Upload your research, rough notes, or documents so Gemini can quickly get up to speed.

03 Collaborate and ideate

Use Gemini to uncover fresh perspectives, identify potential challenges, and round out your initial concepts.

04 Create an action plan

Ask Gemini to translate your overarching goals into a clear timeline featuring specific milestones and easy-to-tackle tasks, and export the outputs into a Google Doc.

Every task is unique, but you can follow the steps above as a starting point to get the most effective results from Gemini.

Overcome the blank page with generated first drafts

Supported cluster activities:

Organizing

Getting started on a task

Sustaining attention

Sustaining effort

Processing speed

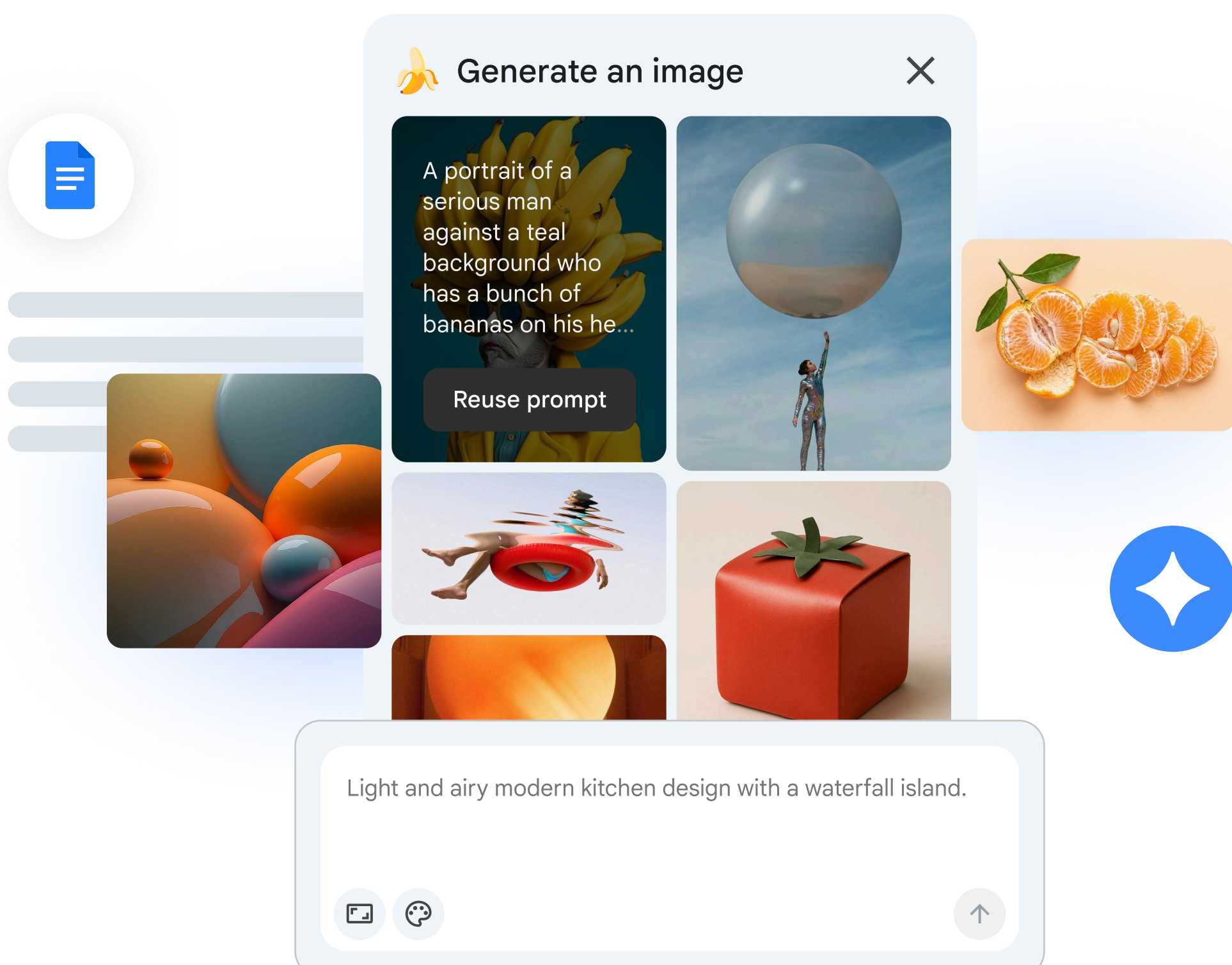
Working memory

Recalling information

Sometimes the hardest part of starting a project is the manual prep work, gathering notes, and digging through emails just to get a first draft on the page. **Workspace Intelligence** retrieves relevant emails, chats, files, and information from the web, to help turn your ideas into fully formatted drafts using your voice, brand, style, and company templates. This can help shift the cognitive workload from the heavy lifting of creating from scratch to editing and refining.

Creating drafts in Docs

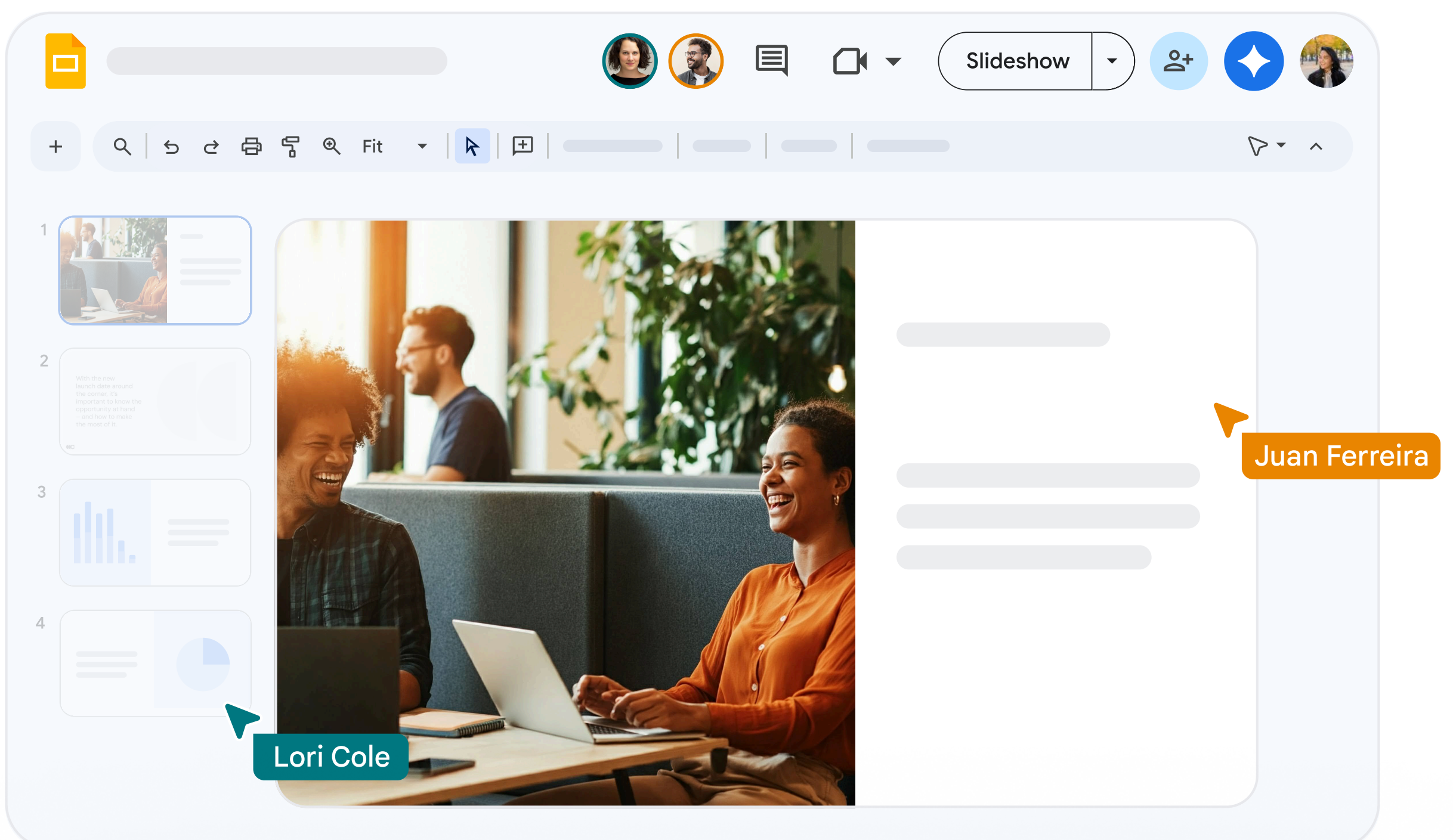
Overcome blank page syndrome by drafting, editing, or refining entire documents with Gemini in Docs or **Help me create**. You can get started by prompting Gemini in the bottom bar of your Google Doc or use **Help me create** by selecting **File > New > Help me create**. Type in a detailed prompt describing what you want to build, add any relevant documents for Gemini to reference, and create. Gemini will generate the formatted content directly onto the page to help you get started.



Gemini in Docs can generate images to match your content, and refine your document based on comments.

Creating presentations in Slides

Creating great presentations usually means crafting a compelling story and beautiful slide designs, but creating these slides from scratch can take a lot of time and effort. Instead, try asking Gemini to create editable slides or full presentations with a prompt in Google Slides. Gemini in Slides will automatically craft the messaging, create layouts, manage the formatting, and match the style of your other slides to reduce the amount of effort it takes to brainstorm and format your slides from scratch.



Create fully editable presentations in Slides.

Creating spreadsheets in Sheets

In Google Sheets, you can build or edit spreadsheets using natural language to describe what you need. Gemini in Sheets will gather data across your files, emails, chat, and the web to create a structured spreadsheet complete with charts and graphs.

Use voice input when typing feels overwhelming

Supported cluster activities:

Regulating alertness

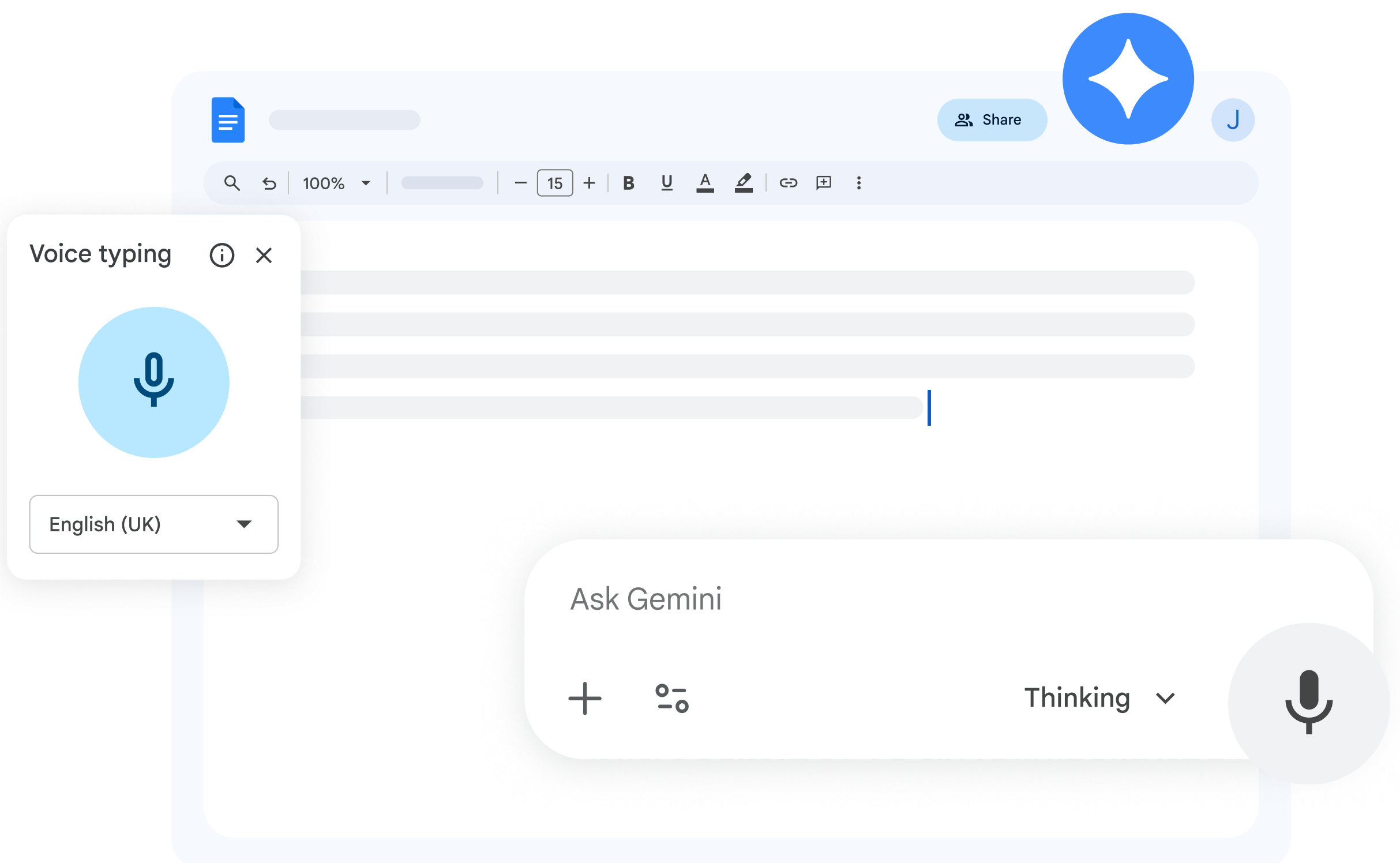
Sustaining effort

Processing speed

Working memory

Recalling information

Sometimes the hardest part of the job at hand isn't having the ideas — it's getting them from your brain onto the screen. This is where voice typing in Google Docs comes in handy. Think of it as a shortcut that bypasses the effort of spelling, grammar, and typing. To find voice typing in Docs, navigate to [Tools > Voice typing](#). If you just want to chat with Gemini, look for the microphone icon next to where you'd normally prompt Gemini. With voice input, you can just share what's on your mind and bypass the typing to get your thoughts on paper quickly.



Use voice typing to capture your ideas without needing the keyboard.

Focus and reorient on what you need to know and do

Supported cluster activities:

Organizing

Prioritizing

Shifting focus between tasks

Filtering out distractions

Sustaining effort

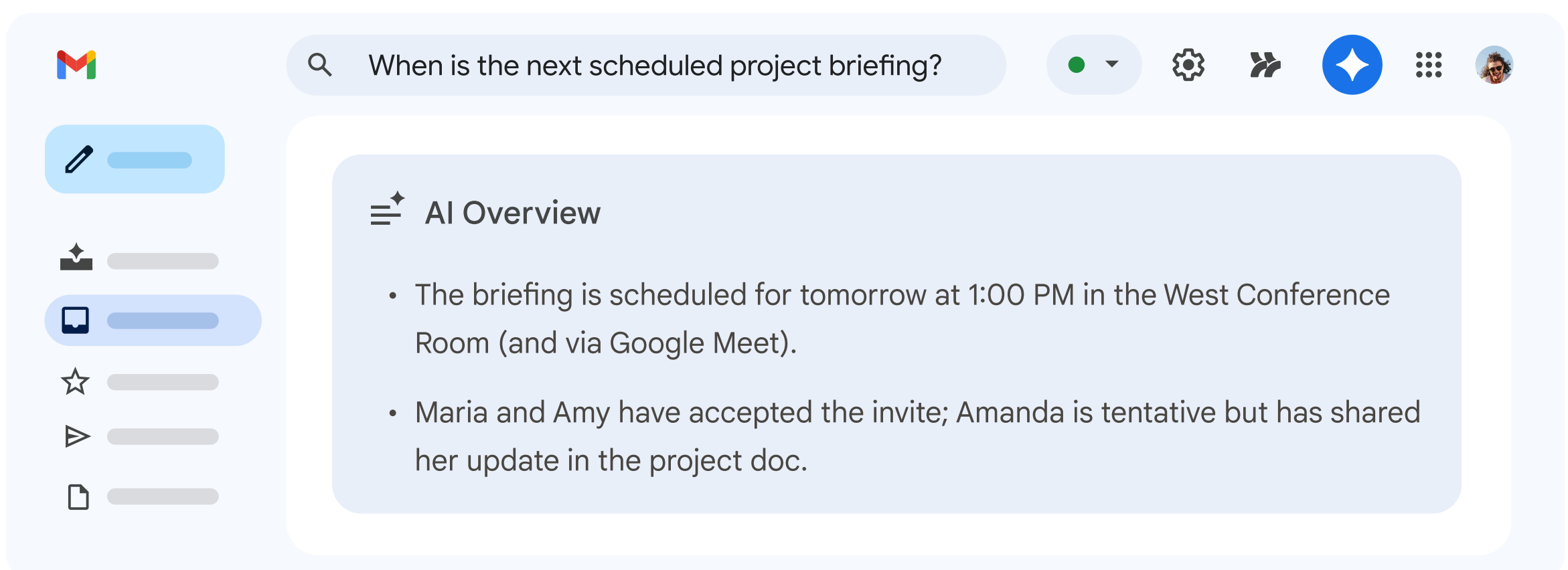
Processing speed

Working memory

Recalling information

Your email inbox can quickly overflow with information, deadlines, and requests requiring your attention. Gemini can help you stay focused by surfacing the most helpful information and to-dos in one place with **AI Overviews**, and, soon, **AI Inbox in Gmail**. Gemini synthesizes information from various email threads to create a concise summary of key points directly in one place, so you can quickly reorient yourself without manually digging.

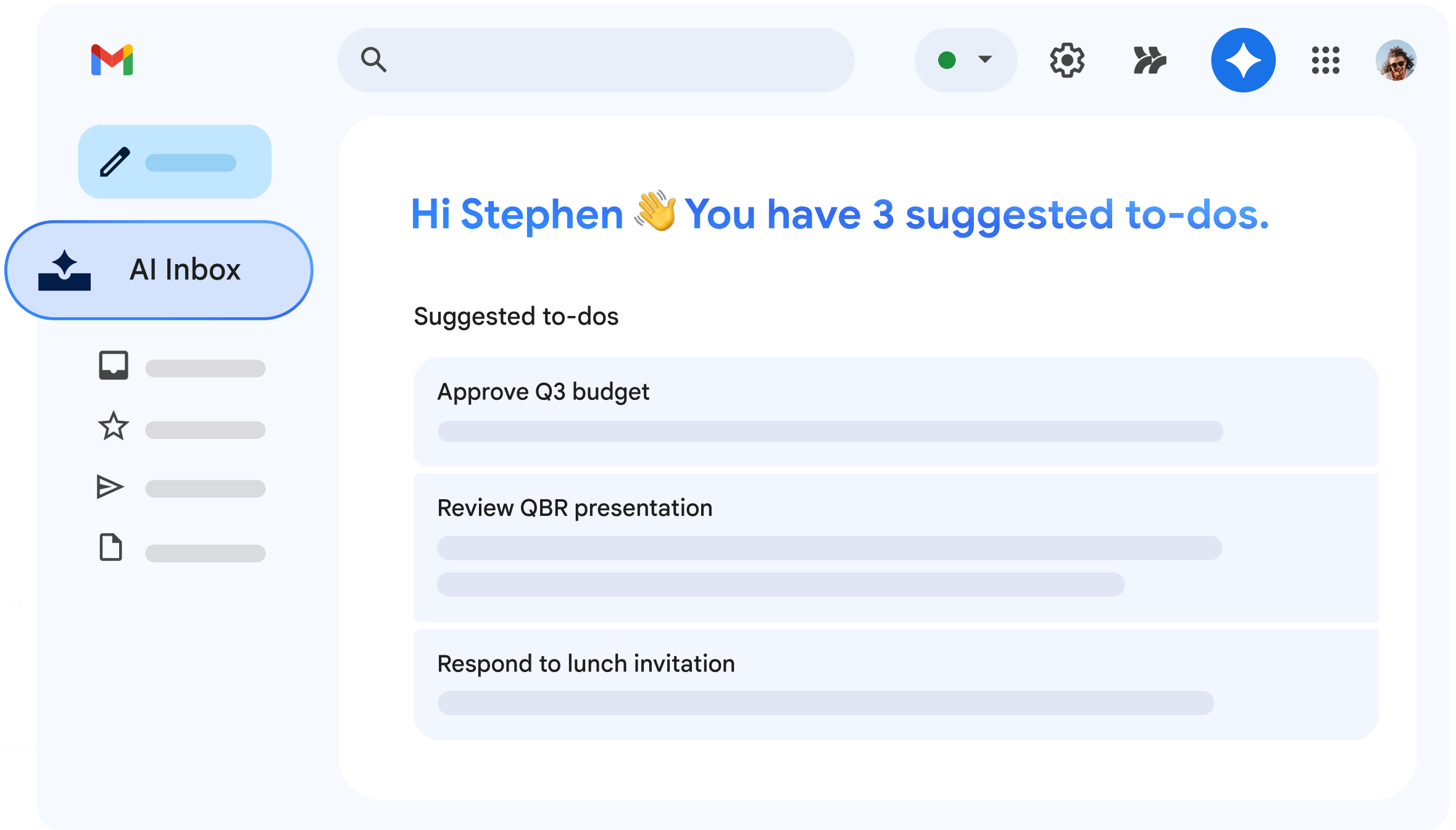
AI Overviews are built into Gmail to deliver personalized search results. Instead of looking for an email that's been buried over time, you can ask **AI Overviews** to help you find the answer you're digging for. Use **AI Overviews** by typing in the search bar of your Gmail.



AI Overviews in Gmail lets you ask your inbox anything with natural language.

You'll be able to find your **AI Inbox** on the left hand side of your Gmail under the inbox tab. It will suggest the latest to-dos, topic summaries, and updates based on your field of work and link the sources it's pulling information from.

Execute on projects and align stakeholders



AI Inbox in Gmail makes it easier to find what matters in emails and files.



Automate and streamline tasks across your apps

Supported cluster activities:

Organizing

Prioritizing

Getting started on a task

Sustaining attention

Shifting focus between tasks

Filtering out distractions

Regulating alertness

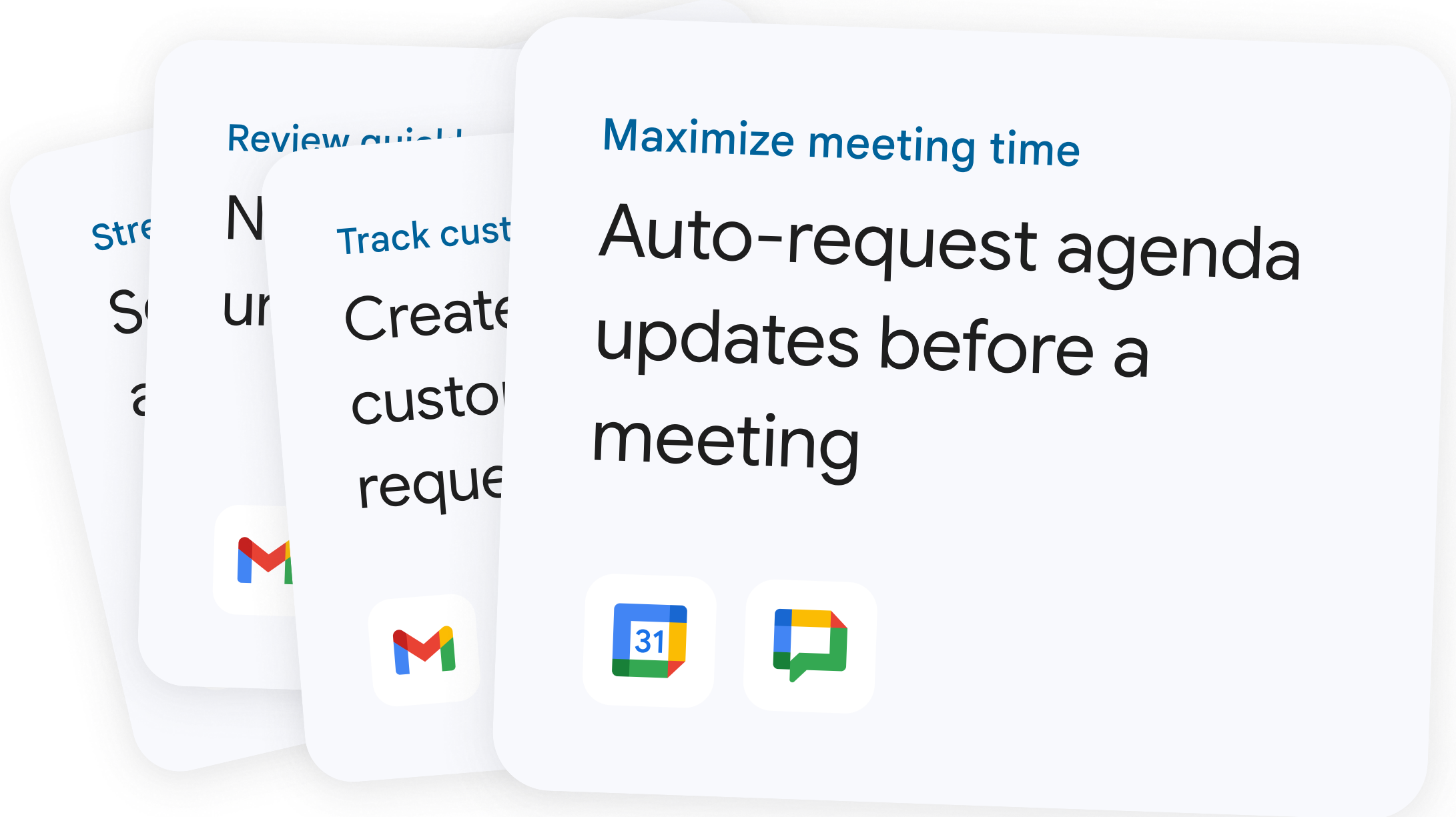
Sustaining effort

Processing speed

Working memory

Recalling information

You can automate your work with Gemini in [Workspace Studio](#). Workspace Studio is a low-code/no-code automation tool that allows you to build custom flows to automate tasks. Create flows to manage tasks, organize your work, surface timely information, send communications, and more. It all helps to reduce the activation energy and effort in your daily work. There are several ways to create automated workflows in Workspace Studio, but if building a workflow from scratch feels overwhelming, you can also describe what you need to Gemini or jump-start the process by using one of the available templates.



Create flows easily with Workspace Studio's built-in templates.

Soon, you'll also be able to generate skills in Workspace Studio, which allow you to offload repetitive tasks to AI, and apply them anywhere you use Gemini in Workspace.

Execute on projects and align stakeholders

Simplify scheduling, rescheduling, and meeting creation

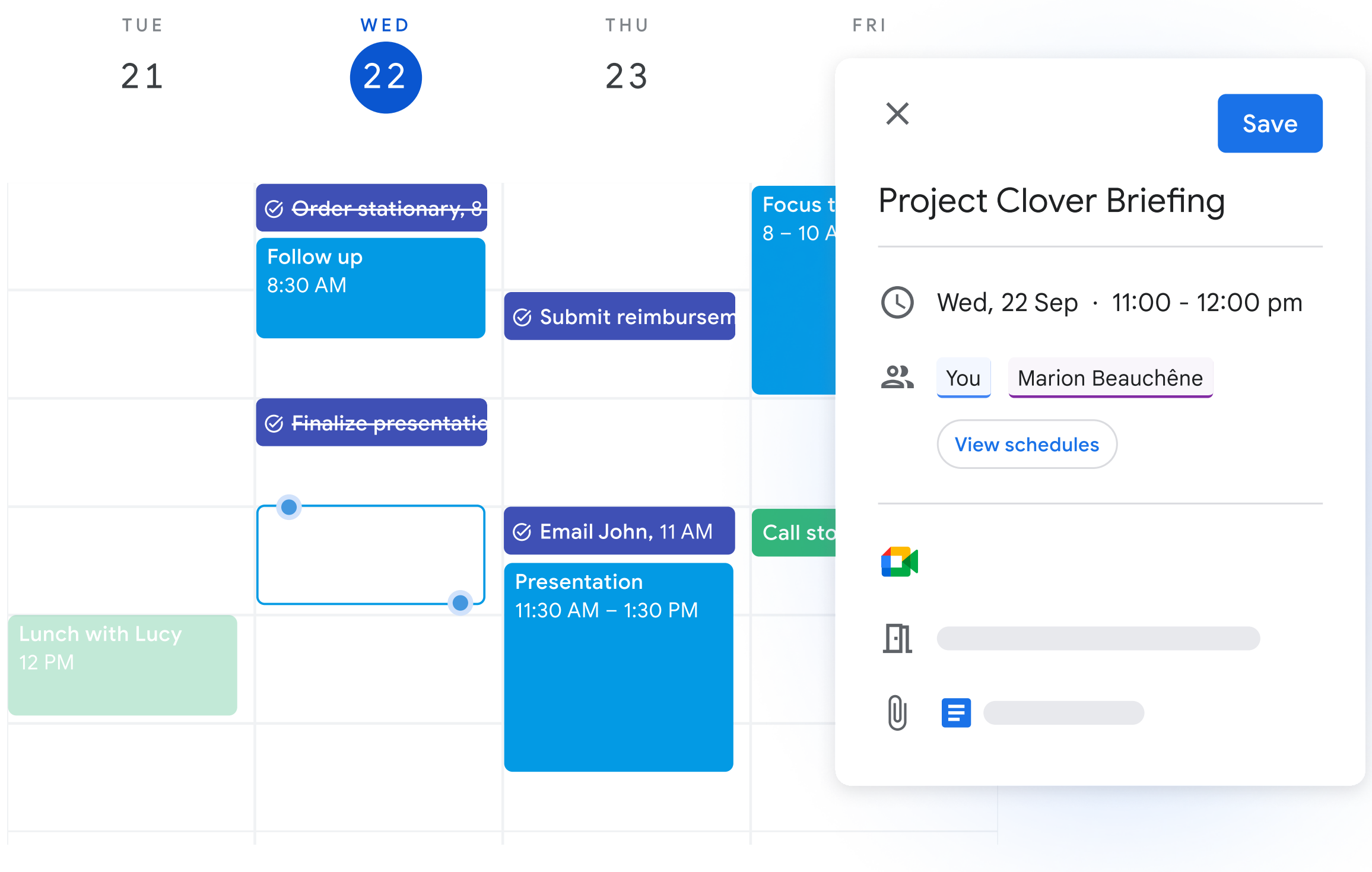
Supported cluster activities:

Organizing

Prioritizing

Sustaining effort

Gemini in Calendar can lower the activation energy and effort needed to organize meeting logistics. Offload analyzing everyone's availability, time zones, and working hours to Gemini so it can identify the best time slots for you. If multiple attendees decline your invite and you need to reschedule, Gemini will show you a banner of suggested times, so you can easily update the invite rather than re-analyzing calendars yourself.



Use Gemini in Calendar to help you schedule and reschedule your meetings.

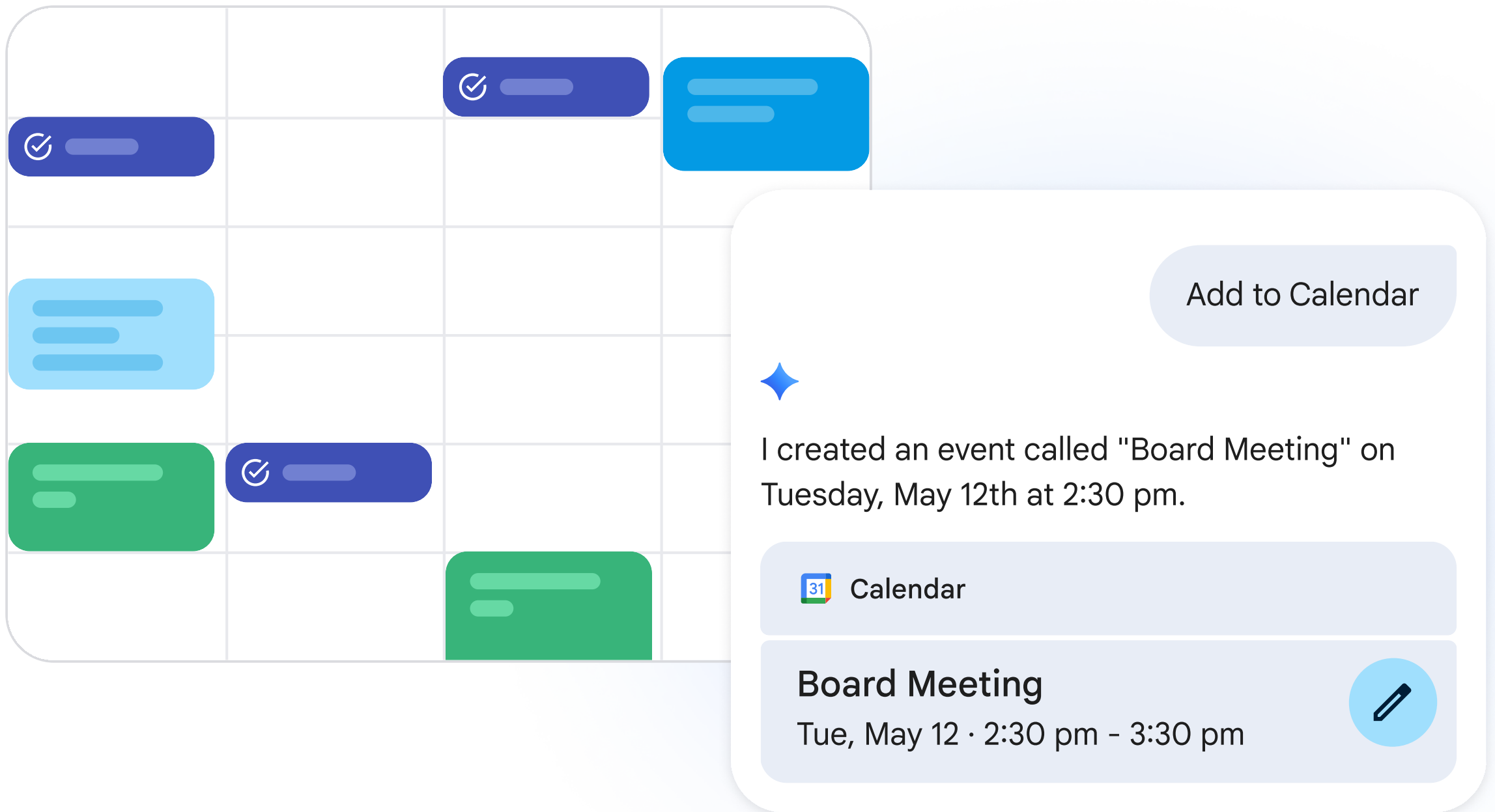
Gemini can also help you organize your “to-do” lists. Instead of manually organizing your schedule, give Gemini your “to-do” list and let it handle the logistics for you. For example:

◆ Ask Gemini in Chat or Gmail:

“I need to finish a 3 hour research paper, book a Friday afternoon dentist appointment, and hit the gym twice. Help me organize my schedule and add it to my calendar.”

Gemini will sync with your Google Calendar to find the best slots to schedule your events.

Execute on projects and align stakeholders



Use Gemini in Calendar to help you organize your day.

Finally, adding meeting invites to your calendar can be time consuming and take time and effort away from higher priority tasks. To quickly add events to your Google Calendar from your Gmail or Google Chat, look for the Add to Calendar feature in Gmail or Chat. Additionally, right in the flow of work, Gemini in Chat will proactively recognize when a meeting may be needed; you can use **Ask Gemini in Chat** to help you schedule and manage meetings.

Take notes in meetings and break down meeting transcripts

Supported cluster activities:

Organizing

Prioritizing

Sustaining attention

Sustaining effort

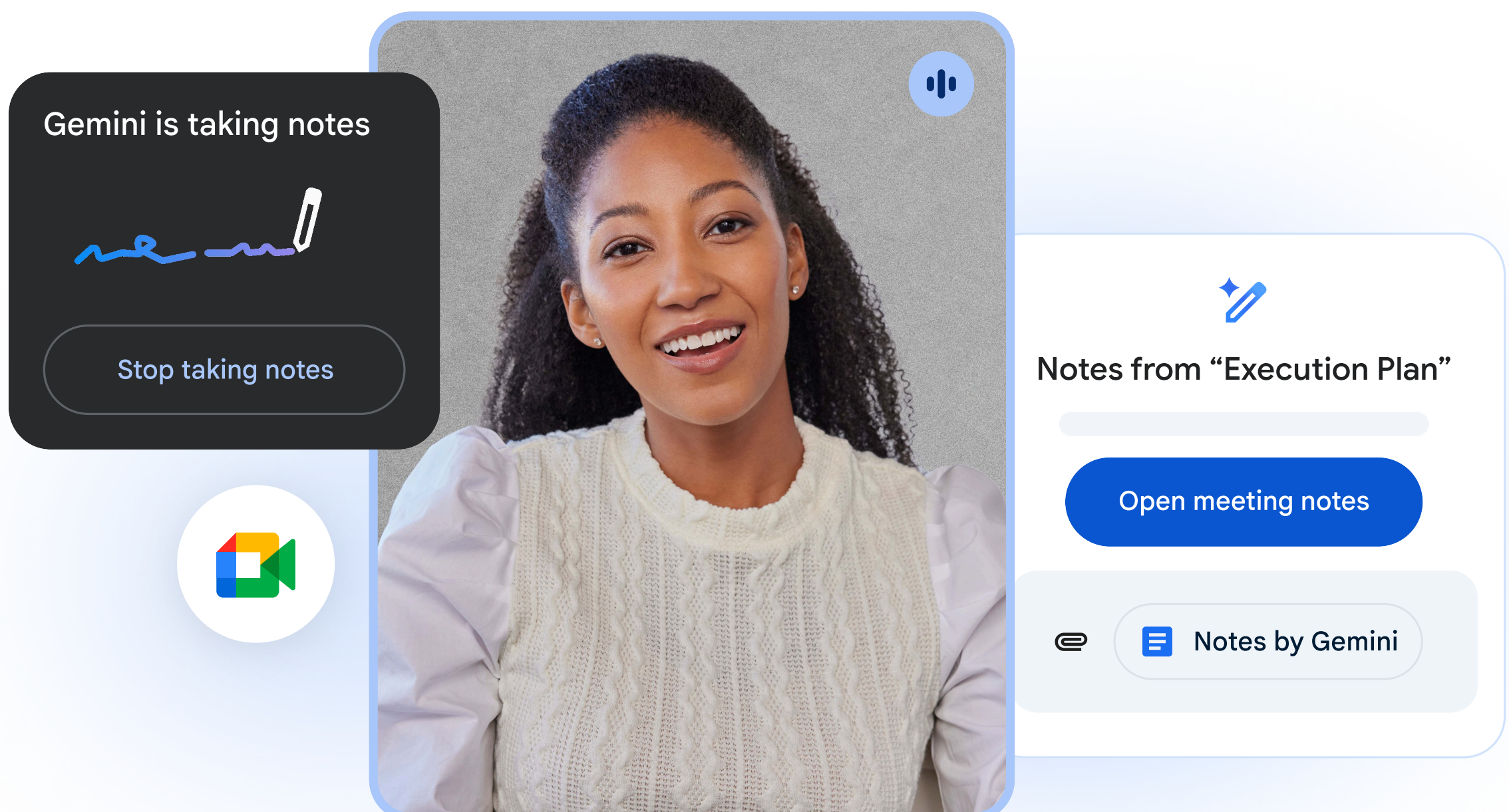
Processing speed

Working memory

Recalling information

Active participation and notetaking during meetings are competing tasks that split your attention and drain your focus. To fully focus on the conversation, hand off notetaking to Gemini with **Take notes for me** in Google Meet for any meeting — in-person or virtual. Gemini will email you meeting notes with takeaways and action items for you to review after your meeting.

To enable **Take notes for me** and transcripts in Meet, look for the pen icon with the Gemini logo next to it and select the *also start transcription* checkbox to get a complete record of the meeting delivered straight to your Gmail.



Get a full recap of your meeting with Take notes for me in Meet.

Execute on projects and align stakeholders



Protect your focus time

Supported cluster activities:

Organizing

Prioritizing

Getting started on a task

Sustaining attention

Shifting focus between tasks

Filtering out distractions

Protect your attention and filter out digital noise by enabling clear boundaries across your Workspace apps. For example, silence distractions by turning on “**Do not disturb**” in Gmail and Google Chat, and protect your schedule by blocking out “**Focus Time**” on your Google Calendar.

You can also intentionally block out time on your calendar to create starting and stopping points for each of your tasks. When creating these time blocks, add a short summary of the task or any relevant attachments to the event block as another way to help you quickly reorient and regain context of the task before starting.

Proactively proofread your emails before sending

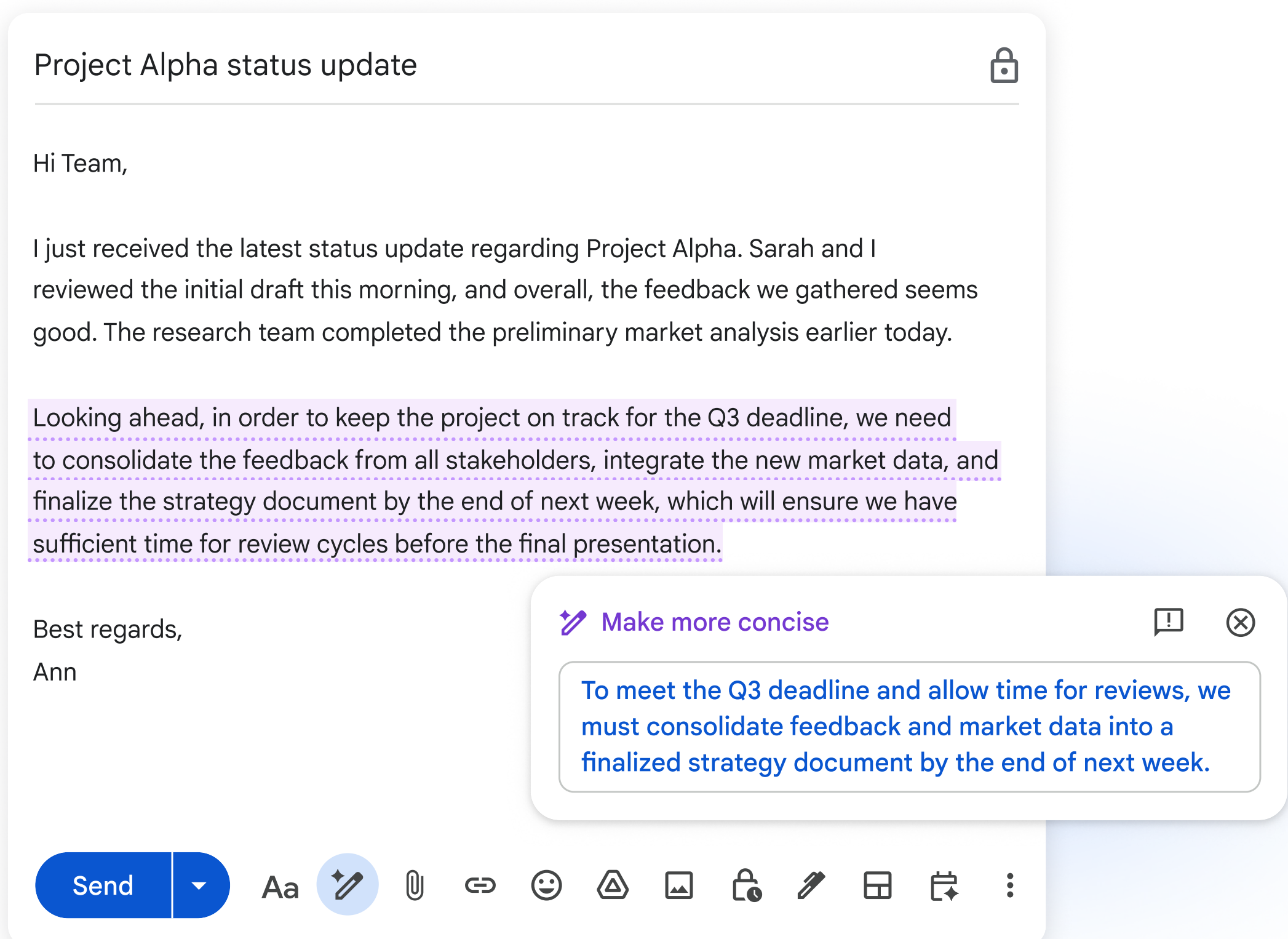
Supported cluster activities:

Sustaining effort

Self-monitoring

Self-regulating

If you're drafting an email and need a second pair of eyes to polish your message, try using proactive proofreading in Gmail. Gemini helps take away the effort from proofreading by automatically providing suggestions on conciseness, active voice, sentence structure, grammar, spelling, word choice, and more.



Polish your email drafts with Proofread before sending.

If you've drafted an email but want to avoid sending a message during off-hours, try using the **Schedule send** feature in Gmail. And for those moments when you need a re-do, enabling the 30-second **Undo send** delay in Gmail acts as a safety net, allowing you to catch typos or rethink a message immediately after hitting send. You can enable **Undo send** and customize the cancellation period in the general settings of your Gmail.

Prepare your thoughts and tone before acting

Supported cluster activities:

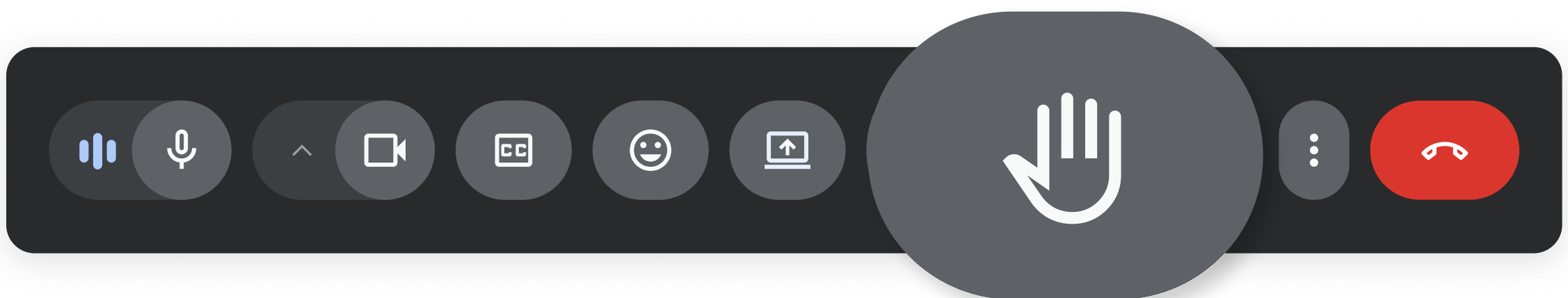
Self-monitoring

Self-regulating

Managing frustration

Acting with intention

Hand raising in Google Meet provides a deliberate, low-pressure way to join the conversation. It's a helpful tool if you prefer to gather your thoughts first or find it challenging to interrupt a high-speed meeting. It supports working with impulsivity, encouraging you to wait your turn, giving you the space to gather your thoughts, and listening fully before contributing.



Look for the hand symbol on the Google Meet bar to hand raise during meetings.

Gemini can also serve as a valuable sounding board for tone. However, it's important to view Gemini as a second perspective rather than a final verdict on your message. Many neurodivergent individuals face constant pressure to "soften" or mask their natural communication style; use this tool to explore alternatives, but remember, you know your relationships and context best.

With that in mind, let's say you want to get another perspective on tone before sending an email, chat, or entering a meeting. Try explaining your situation to Gemini and include relevant email threads, documents, and chat conversations. Then ask Gemini to temperature check your tone based on the context it was provided. For example:



Ask Gemini in Chat:

"I'm feeling a bit frustrated. How does this response read? Does my frustration come through too much?"

Similarly, you can use Gemini to interpret a coworker's message. For example, if you're confused by the compliment sandwich or are having a hard time understanding indirect messages, try asking Gemini:



Ask Gemini in Chat:

"I'm having a hard time understanding what my colleague is trying to tell me. Can you please make it more brief and direct? What are the key points?"

Again, while Gemini will provide contextual responses to help you gut check tone and meaning, use its feedback to inform your choices rather than dictate them.

Build confidence before going into difficult situations

Supported cluster activities:

Organizing

Self-monitoring

Self-regulating

Managing frustration

Acting with intention

If you need help navigating a difficult conversation, ask the Gemini app itself to help organize your thoughts and express them in a way that effectively reflects your goals and intent. Whether you're preparing to explain a project delay, practicing for a performance assessment, or providing feedback on a critical project, Gemini can suggest different ways of presenting your ideas.

We've included a few prompts for scenarios that might not necessarily apply to everyone, but they give you an idea of how you can ask the Gemini app to help you prepare for difficult conversations.

In the Gemini app:



"Help me practice framing this project delay to leadership."



"Can you provide a few examples on how to make this feedback sound less critical and more constructive?"



"Here is a rough list of my achievements this quarter, can you help me prepare a draft for my performance self-assessment?"

Another way of lowering the stakes and helping you feel confident in your ideas in a high-pressure situation is to stress-test your ideas with Gemini before the real deal. By asking Gemini to play devil's advocate or simulate a skeptical audience, you can stress-test your ideas in a safe, controlled environment. Then you can identify potential blind spots, refine your logic, or rehearse your responses to tough questions before they're asked, helping you feel more confident and prepared going into the conversation.



Conclusion

This guide explores how Google Workspace with Gemini can act as a powerful assistant in navigating the complexities of the modern workplace, especially for those who struggle with managing executive functioning challenges. By using features that support the various components of Thomas E. Brown's six cluster model, you can create a work environment that supports your unique needs. We encourage you to experiment with any combination of these strategies to learn how Workspace with Gemini can help you unlock your best work.