



To Whom it May Concern:

Cancer treatment can leave patients feeling like they are in a mental “fog.” Specialists call it “Chemo Brain” or “Brain Fog.” Nearly three of every four cancer patients experience brain fog. In addition, recent research is showing 77% of COVID-19 survivors are at risk for brain fog.

For some, it’s a nuisance, but for others it can be incapacitating. Patients describe a frustrating loss of clarity that can be life-altering. This is why A Time to Heal Cancer Foundation has created a six-week program called “Navigating Brain Fog” to help offset the negative effects of this mostly temporary condition.

Your employee has sought help by successfully completing this program, which has provided them with brain “exercises”, memory tools and other resources. However, they may benefit even further with your support.

Part of our program is helping participants identify daily patterns of when their Brain Fog is affecting them the most – and the least – in order to align their daily schedules to maximize their productivity and reduce mistakes in their performance.

We encourage you to have confidential and sensitive discussions with your employee to determine the best ways you can accommodate this challenging time in their lives. Some suggestions include:

1. Re-arranging employee schedule to maximize their “best” time to complete work needing the most attention to detail. For example, if morning is their best time and you often have update meetings at that time, can they be excused to work on other projects?
2. Help them figure out what taxes their energy and what conserves it, then set up a schedule to alternate those tasks. Perhaps different days for different tasks?
3. Allowing extra or longer “brain breaks” – simple exercise is proven through research to help brain fog. Is there a place where they can take a quick walk?
4. Minimize distractions – are they currently working in a private area, or an open area with more noise? Would it be possible to move them temporarily to a quieter area, if they prefer?
5. Whenever possible, allow them to work on one task at a time until completion.

Your compassion and leadership can have a profound, positive effect on your employee’s ability to cope with this challenging condition. Thank you for everything you can do to help them.

With gratitude,

Brenda Helget, Executive Director

P.S. please feel free to contact me directly at [brendahelget@atimetohealfoundation.org](mailto:brendahelget@atimetohealfoundation.org) or 402-401-6083 with any questions.

*The letter is not intended to be a substitute for professional medical advice, diagnosis or treatment.*