

## Recommendations for Adults with ADHD

### Developing structure

- Store away things you do not need currently in storage bins or closets.
- Throw away things you do not need.
- Have designated areas for things like keys, bills, etc., that can be easily misplaced.
- Use a day planner or calendar on your smartphone to help you remember appointments or deadlines. Tip: with electronic calendars you can set up electronic reminders.
- Use lists and notes to keep track of tasks, projects, deadlines, and appointments. Keep lists and notes in your daily planner.
- Rule: if a task can be done in two minutes or less, do it on the spot. Deal with things immediately instead of putting them off.
- Set aside a few minutes each day to deal with mail (as soon as you bring it in).
- Request electronic statements and bills instead of paper copies to eliminate the amount of paper you have to deal with.
- Use dividers or separate file folders, color-code and label to be able to quickly find what you need.
- If possible, work in a distraction free environment with minimal background noise.
- Face your desk towards a wall and keep it free of clutter to discourage distractions.
- Set up a “Do not disturb” sign.
- Let unimportant calls go to voicemail and turn off social media during certain times of the day.
- Consider using noise cancelling headphones or a sound machine.
- Write down ideas that suddenly pop into your head on paper or your phone for later consideration.
- Ask for copies of relevant materials for meetings to guide you through listening and note taking.
- Repeat verbal instructions to make sure you got it right.
- If you are feeling restless, move around at appropriate times/places. Taking a walk or doing jumping jacks in breaks may help.

### Time management and prioritizing

- Use timers to alert when your allotted time for a task is up.
- Give yourself more time than you think you need to complete a task. For every 30 minutes of time you think you need, add another 10 minutes to give yourself a buffer.
- Set reminders for appointments 15 minutes earlier than the actual appointment to ensure you leave on time.
- Do the most important tasks first, then order your priorities after that.
- Break down larger projects into smaller, more manageable steps.

## **Managing stress**

- Exercise regularly to relieve energy/stress and calm your mind.
- Get plenty of sleep. Have a quiet and calm bedtime routine, avoid caffeine late in the day, and consider sticking to a regular sleep-wake schedule (even on weekends).
- Consider using mindfulness techniques/apps to improve focus, lower impulsivity. Starting slowly and increasing the amount of meditation times gradually may be helpful.

For more resources visit:

<https://www.helpguide.org/articles/add-adhd/managing-adult-adhd-attention-deficit-disorder.htm#>

<https://www.healthlinkbc.ca/health-topics/ue4899>

<https://chadd.org/for-adults/overview/>