

Getting Yourself Organized & Getting It Done

People with ADHD need systems to get organized, stay on task, and avoid procrastination.

Breaking large tasks down into simple steps and rewarding yourself can help you accomplish goals and get on track. The goal is to get things DONE even if they aren't PERFECT, they are GOOD ENOUGH!

Reward Yourself:

1

Identify at least three ways you can reward yourself for completing small, medium and large tasks. Make a list of at least 6 things you look forward to that you can link to getting things done. Remember you do the task and then you pat yourself on the back with a special treat, activity, or experience.

Create Calendars:

2

People with ADHD benefit from information presented in multiple formats. Create a Physical Calendar on a Dry erase board that can be hung in your office or room. Consider purchasing a physical planner or journal that you can write tasks in and take with you. Use your email systems or smart devices to create digital calendars (add reminders, alarms, and alerts to keep you on target).

Break Things Down:

3

Sometimes we have so much on our plates that the thought of getting organized or doing one more thing makes us want to scream or hide. Take a deep breath. Break it down. That large project can be broken into at least 3-5 different small steps. Take one step at a time and get that one done neatly, completely, and correctly. Then give yourself some praise for getting it done and move on to the next step.

Time Yourself:

4




Time is the enemy of hyperfocus and procrastination. Time can work for you and be on your side when you manage it with timers, reminders, and alerts. Get physical kitchen timers, digital times, and clocks. Put them in all the places where you lose track of time: The bathroom, your bedroom, your desk and practice setting 5-10 minute timers to move through activities. Gameify it and try to beat the timer. If it doesnt work, give yourself a break, and then add a few minutes to the task.

Stay on Task:

5

Set a deadline. Stick to It. Once it gets close to the deadline: set your timer, put your music on, and get to work. Turn off your phone alerts, ignore text messages and calls, stay away form social media. Work for a chunk of time, then give yourself a timed break to do the things you cut off. Get it done and then give yourself one of the rewards from your list.

REMEMBER: You are good enough, you're trying your best, and you can do better!

	Avoid Negative Self Statements	Sometimes when we start something new we can be overly critical. Catch those thoughts and send them away.
	Be Kind To Yourself.	Tell yourself what you did that made you feel proud, give yourself credit for doing something new.
	Let It Go and Move On	If your space is overwhelming, get rid of things, throw stuff away, check your mood and move forward.

You Got This!

Keep Going and Get it Done!

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