



TIPS

or Managing Adult ADHD

The chores and responsibilities of daily life can, at times, drag anyone down. But for those adults with ADHD, even routine responsibilities and simple activities can be a daily challenge. It is possible to get focused. The following self-help techniques may help you become more productive, organized, and in control.

- ❑ **Prioritize.** More important tasks should be done first. Set deadlines for everything. Self-imposed deadlines will keep you focused.
- ❑ **Use a Calendar.** To avoid overbooking and/or missing appointments, all members of a household should be encouraged to use a single calendar that is conspicuously posted in a common area. Consult that calendar daily.
- ❑ **Plan Ahead.** Before you go to bed each night, think about what you'd like to accomplish the next day. Make a daily schedule, and then review it the next morning. Likewise, compose a "To Do" list for the next day before you go to sleep.
- ❑ **Get Organized.** Start small. Organize one room, your workspace, or your car. Once you're done, keeping it organized will take less time than getting it organized. Tackle a new room or space each week.
- ❑ **File It Away.** Store important papers in a file cabinet. Use dividers or separate folders for different types of documents. Labels and color codes can help make finding things easier.
- ❑ **Manage Your Time Wisely.** Before beginning an activity or chore, set a timer. Work at that task exclusively for a specified time (eg, 20 minutes). Take a break. If you're not finished with the activity or chore, repeat the process until you're done.
- ❑ **Set Yourself Up for Success.** You'll be better able to concentrate and be more productive, if you adopt healthy and consistent eating, sleeping, and exercise habits.
- ❑ **Relax.** When regularly practiced, relaxation techniques can reduce the symptoms of ADHD. Meditation, yoga, tai chi, and other relaxation techniques can restore calm and help focus your attention.

Tips for Patients are available for download at www.neurologyreviews.com.