



Conquering Space

Most people with ADHD are aware that they have problems managing their time and space. Regardless of age, they can benefit from managing their homes by reducing the impact that their ADHD has on their daily functioning.

Faced with mounting disorder, many get discouraged either because they don't know where to start or because they are unable to stick to their good intentions. Here are a few tips to help you conquer your "space" and reach for the moon!

Minimize the time you spend looking for things:

- ✓ Decide on specific places to put your important things (e.g., key hooks).
- ✓ Establish a "take-off" and "landing" zone. Like a space shuttle, you land home, so you might as well plan what goes where. Take-off needs to be planned, ideally the day before. Reserve a place to put everything you need
- ✓ Choose a storage system that keeps everything important in plain sight. Out of sight means out of mind. 😊
- ✓ Remove unnecessary knick-knacks (reduces times spent dusting and less of a visual mess).
- ✓ Use colour coding (e.g., red = urgent; green = not urgent; blue = bills; yellow = children's school papers).

Reduce your sources of distraction:

- ✓ Position your desk to reduce your exposure to unnecessary visual stimuli.
- ✓ Reduce sound levels (earplugs or headset).
- ✓ Keep temptations away from you (e.g., text messaging, e-mail, Internet, electronic games and social media).
- ✓ At work, post a calendar showing when you are available so that your colleagues do not constantly interrupt you.



CLINIQUE FOCUS

cliniquefocus.com / attentiondeficit-info.com

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Use ways to stop frittering away your energy:

- ✓ Develop a to-do list based on priorities; check it often.

See  “Time Management to Boost Your Productivity” *available in the Tips section on the following websites: www.cliniquefocus.com and www.attentiondeficit-info.com.*

- ✓ Place sticky notes in appropriate places (e.g., near the phone to remind you to call a friend, next to your keys to remember to take your lunchbox).
- ✓ Keep useful things together in a handy place (e.g., when paying bills, keep your calculator, stamps, envelopes, pens and your computer in one place).
- ✓ Apply the OHIO principle (*Only Handle It Once*) to avoid getting bogged down in paperwork: Get rid of your “to do” or “to file” piles. Do everything in one step. For example: open your mail when you’re ready to deal with it, follow things up at once, then immediately file whatever needs to be kept.



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