



Time Management to Boost Your Productivity

Anyone who has ADHD will tell you that it is really not easy to change our behaviour, such as procrastination and disorganization!

How much time would you save if you no longer had to work at justifying or fixing the consequences of your tardiness, such as rescheduling a missed appointment or redoing a course you failed because you didn't hand in your assignments on time? Not to mention the extra fees you might have to pay and the potential damage to your reputation! Can you really afford this?

For those of you who answered no, here are a few time management tips that are worth applying and that you cannot afford to ignore:

Keep track of time passing

- ✓ Keep a clock or a watch in plain sight to help you keep track of your time (tools like the Time Timer could be useful; check out www.timetimer.com).

Write down your tasks and appointments

- ✓ Buy a good daytime planner (key features: easy to use, to consult and to carry)
- ✓ Keep your daytime planner with you at all times and check it often.
- ✓ Reserve a specific time each day to update your daytime planner.

A smartphone is ideal solution for some, if you keep it with you at all times, and if you recharge and synchronize it of course! If well used, this tool:

- *Gives you access to several time management apps with alerts and reminders (e.g., Things, Priorities, I-Procrastinate).*
- *Allows you to store a lot of information in a small device.*
- *Can be quickly synchronized with your home and work computers.*
- *Happens to be one of the few things that people with ADHD tend not to forget! 😊*



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Fight procrastination

- ✓ Identify your most productive time of the day and set aside that time for your most difficult tasks.
- ✓ Divide up your overly demanding tasks: cut them up into smaller chunks to help you get started on them.
- ✓ Reward yourself for doing a difficult activity.

❖ *Ten-minute strategy:*

The “10-minute strategy” is an excellent way to get going on a task!

- *When you cannot resist procrastinating, set yourself the objective of working for 10 minutes, regardless of the amount of work you accomplish during that time.*
- *In many cases, those 10 minutes will be enough to help you put your thoughts in order and lower your anxiety level.*
- *You may even discover that you no longer feel like quitting.*

Plan your daily schedule (ideally the day before or early in the day)

- ✓ Set priorities according to a system of importance and urgency.
- ✓ Set aside time to deal with unexpected events and revise your order of priority if necessary.
- ✓ Avoid impulsively starting an unplanned task (“Might as well do this now.”).



Adopt a system of priorities

People with ADHD often tend to act on ideas that come to them on the spur of the moment. The more the chore is pleasant and interesting, the more stimulating and attractive it is. As a result, they may spend hours doing several things that are non-urgent or unimportant but of immediate interest to them and then realize at the end of the day that they only skimmed their top priorities, or even completely ignored them.

In general, tasks can be classified according to two criteria: their importance and level of urgency.

Here are a few examples:

	Important	Unimportant
Urgent	<p>Calling the plumber to repair a leak.</p> <p><i>The level of urgency makes this type of task more stimulating for people with ADHD, who are generally very effective in emergency situations.</i></p>	<p>Answering the phone while you are paying your monthly bills.</p> <p><i>The level of urgency makes this type of task more stimulating for people with ADHD, even if it is not important.</i></p>
Non-urgent	<p>Gathering the papers you need to prepare your income tax returns.</p> <p><i>Despite the importance of this task, its low level of urgency makes it particularly difficult for people with ADHD. Despite their goodwill, without an immediate stimulus, initiating and following through with this type of task requires MORE effort from most people with ADHD.</i></p>	<p>Exploring what friends have written on Facebook.</p> <p><i>Tasks that are non-urgent and unimportant but immediately pleasant and stimulating offer an ATTRACTION that is very difficult for people with ADHD to resist.</i></p>



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