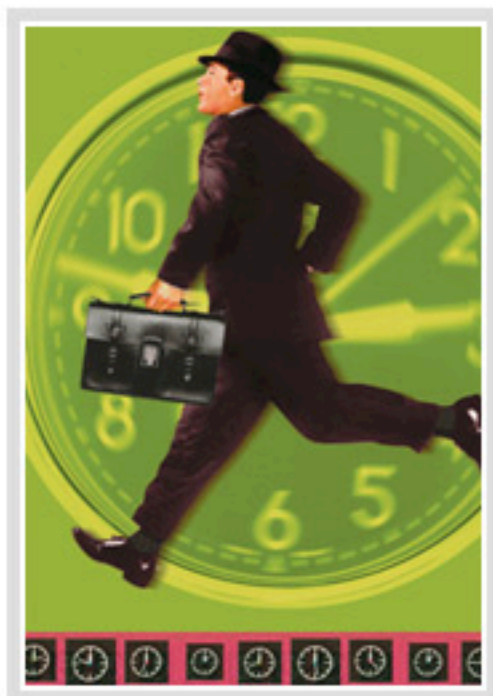


ADULT ADHD AND CAREER

10 WAYS TO BOOST PRODUCTIVITY AT WORK

If you're juggling adult ADHD and a challenging job, use this advice to get organized and better manage your time at work.



- 1. Go through your in-basket several times a day.** This keeps you from getting sidetracked every time a new piece of information crosses your desk. Just be careful not to waste time by checking your in-basket—or your e-mail—too frequently.
- 2. Before tackling a boring task, do a favorite activity.** Walking up and down a few flights of stairs, doing a crossword puzzle, or listening to music for 15 minutes primes you for the work ahead. Continue to listen to music as you work to block out distracting sounds.
- 3. Boost your reading ability with color.** Covering the page of a report with a sheet of transparent, colored plastic (available in any stationery store) will boost your comprehension as you highlight and underline while reading.

- 4. Allot yourself a specific amount of time for each task.** Instead of taking all day to finish that report, give yourself two hours. Set an alarm or a computer alert to go off when time's up.
- 5. List your top 10 "to-do" items each morning.** This keeps you on track during the day. Write them on a white erasable board. If your priorities shift, alter the list with the swipe of a paper towel.
- 6. Clear your desk and organize your paperwork each day.** This is the best way to avoid "buried desk" syndrome. If you wait to get organized "later," it will never happen.
- 7. Write down deadlines on a wall-mounted monthly calendar.** Count backward from each project's due date, and mark the dates when intermediate stages must be completed.
- 8. Take notes in meetings.** This not only helps you focus, but also provides an outlet for restlessness.
- 9. Keep a written record of requests.** People with ADD often have trouble remembering spoken instructions.
- 10. Limit your availability.** Tell co-workers politely but firmly that you don't want to be disturbed outside of your prearranged "office hours."