

Attention-deficit/hyperactivity disorder (ADHD)

Strategies for Adults

This handout provides practical strategies for adults living with attention-deficit/hyperactivity disorder (ADHD). It can educate patients about helpful routines, techniques, and habits that support daily functioning and overall well-being.

1. Time management and scheduling

- Use digital or paper planners to schedule tasks, appointments, and deadlines.
- Break large tasks into smaller, more manageable steps.
- Set alarms and reminders for key activities or transitions.



2. Organizational techniques

- Keep frequently used items in designated spots (for example, a basket by the door for keys and wallet).
- Sort paperwork and digital files using labeled folders.
- Use color-coded systems for tasks and to-do lists for clarity.



3. Workspace and environment

- Create a distraction-free environment with minimal clutter.
- Limit interruptions by silencing phone notifications or closing unnecessary browser tabs.
- Consider noise-canceling headphones or soft background music to maintain focus.



4. Task prioritization and goal setting

- Identify top priorities for the day and tackle them first.
- Set realistic, achievable goals (SMART: specific, measurable, achievable, relevant, time-bound).
- Reward yourself with breaks or small treats after completing tasks.

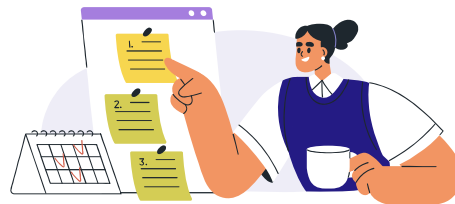
5. Mindful focus and self-awareness

- Practice short intervals of mindful breathing to re-center when feeling overwhelmed.
- Use grounding techniques (for example, 5-4-3-2-1) to stay in the present moment.
- Track and celebrate improvements, even small ones, to maintain motivation.



6. Routine and consistency

- Establish regular sleep and meal routines for improved energy and concentration.
- Allocate specific times for exercise or movement breaks to reduce restlessness.
- Keep a consistent schedule for daily tasks, like checking emails or paying bills.



7. Stress management and emotional regulation

- Explore relaxation activities (yoga, meditation, reading) that help you unwind.
- Try journaling or talking to a trusted individual when feeling stressed or overwhelmed.
- Seek professional support (such as therapy or coaching) if emotional challenges persist.

8. Support systems and resources

- Share goals and challenges with friends, family, or coworkers who can offer support.
- Consult with healthcare professionals (for example, psychiatrist or therapist) for medication or therapy options.
- Utilize ADHD apps, online communities, or local support groups to stay informed and motivated.



Additional notes

1. Time Management: Use a timer (like Pomodoro) to focus on one task for 25 minutes, then take a 5-minute break to reduce overwhelm.
2. Organization: Start small, like organizing your desk for 10 minutes daily, to build consistency.
3. Workspace: Test your environment—soft music might help for creative tasks, while silence may work better for focus.
4. Goal Setting: Set small, realistic goals for tough days, like completing just one section of a task.
5. Emotional Regulation: Write down distracting thoughts in a journal to clear your mind for focus.
6. Routines: Create simple rituals, like stretching or taking a deep breath, to transition between tasks.
7. Stress Management: Be kind to yourself—managing ADHD takes practice and patience.

Let me know how these strategies work for you, and we can adjust as needed in future sessions!