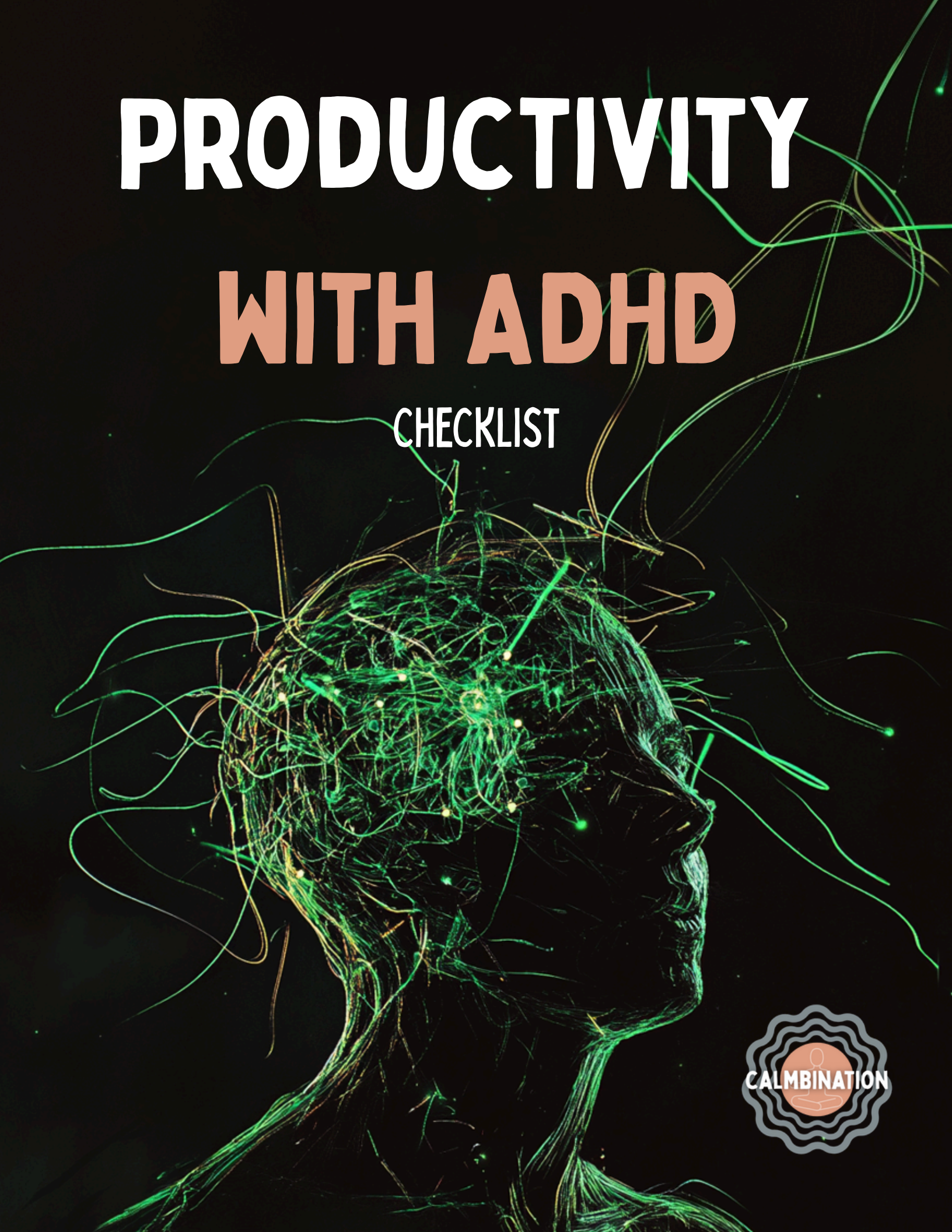


PRODUCTIVITY WITH ADHD

CHECKLIST





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CUSTOMIZE YOUR COMBINATION OF CALM.

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PRODUCTIVITY WITH ADHD CHECKLIST

Purpose:

This checklist aims to provide practical steps for individuals with ADHD to effectively manage their unique brain wiring and transform challenges into opportunities for success. Follow these steps to implement key strategies from the book and enhance your productivity and well-being.

Checklist

1. Understand Your Executive Function

- ☐ Break tasks into smaller steps using visual planners.
- ☐ Implement the "Touch It Once" rule to manage working memory challenges.

2. Redesign Your Workspace

- ☐ Create focus zones with minimal decoration and good lighting for deep work.
- ☐ Set up clear task zones to reduce decision fatigue and maintain focus.

3. Establish a Digital Organization System

- ☐ Organize files using a hierarchical structure for easy retrieval.
- ☐ Utilize task management software with clear categories and priorities.

4. Identify Your Time Dynamics

- ☐ Use external timers and alarms to manage time blindness and hyperfocus.
- ☐ Analyze your energy patterns and plan tasks accordingly.

5. Create a Productivity Framework

- ☐ Implement morning routines that align with your natural rhythms.
- ☐ Schedule recovery periods for rest and rejuvenation.

6. Implement Strategic Time Blocks

- ☐ Create flexible time blocks that adjust for energy fluctuations.
- ☐ Integrate buffer zones for unexpected transitions and activities.

7. Design Habit Systems That Stick

Set up environmental cues to trigger desired habits (e.g., place workout gear visibly).

Develop habit scaffolding with varied versions for different energy levels.

8. Master Your Energy Management

- ☐ Schedule high-energy activities during peak focus times and use breaks to recharge.
- ☐ Batch similar tasks to minimize cognitive switching and save energy.

9. Adopt a Holistic Self-Care Routine

- ☐ Ensure 7-9 hours of consistent sleep each night to support executive function.
- ☐ Incorporate daily physical activity and balanced meals for optimal neurotransmitter function.

10. Utilize a Success Framework

- ☐ Combine time management, organization, habit-building, and self-care for a comprehensive approach.
- ☐ Personalize strategies to fit your unique ADHD patterns and preferences.

11. Implement Personalized Strategies

- ☐ Start small, testing and adjusting strategies as needed for best results.
- ☐ Develop high-energy and low-energy protocols for effective adaptation.

12. Maintain Momentum and Track Growth

- ☐ Review progress weekly and adjust strategies to align with evolving goals.
- ☐ Celebrate small successes and use setbacks as opportunities for learning.

13. Reflect and Adjust

- ☐ Conclude by reflecting on progress, acknowledging areas for improvement, and refining strategies to ensure continued growth and success.

By following these actionable steps, you'll harness the power of your ADHD to improve focus, achieve goals, and enhance overall well-being. Remember, progress is ongoing and adapting these strategies will lead to sustainable success.