

The following tools and exercises come directly from the book:

“Tools for Managing Adult ADHD” by Abigail Levrini, Ph.D. and Frances Prevatt, Ph.D.

Strategy 2: Get Organized: Help Yourself!

Think of an area in your home or office that you would like to organize. Write that area here: _____

Write down your fears about organization. On the next line, write a “challenge thought”:

Fear 1: _____

Challenge Thought: _____

Fear 2: _____

Challenge Thought: _____

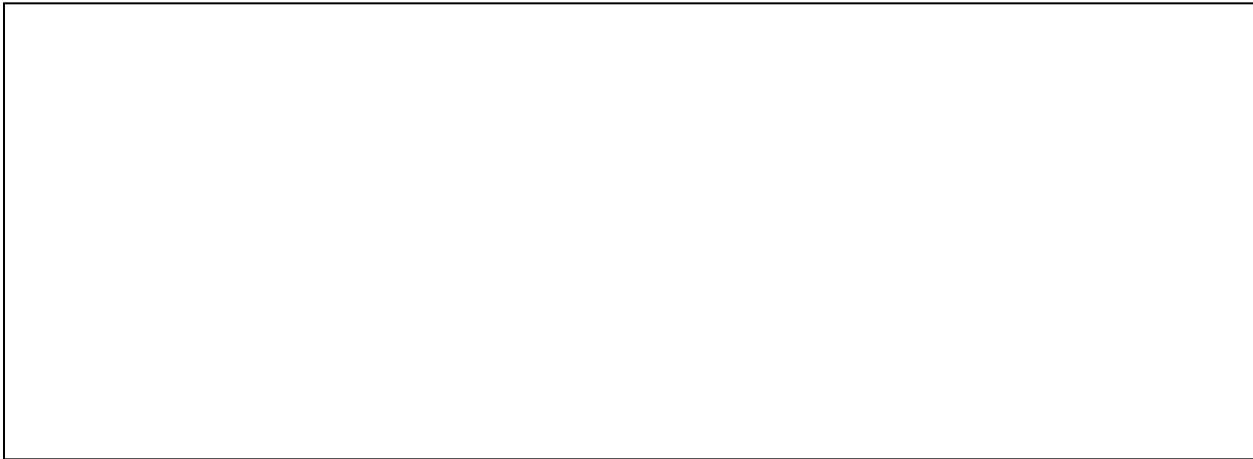
Now complete the phrase: “It’s _____, NOT _____” and repeat it out loud to yourself five times.

Next decide what is motivating you to organize this particular space. Write it here:

Decide how you are going to break down your space into smaller segments in order to keep you from becoming overwhelmed. List those areas here beginning with the easiest:

On your own or with the help of a friend or professional, create a specific plan for organizing your space. If it is a closet perhaps you would like to separate types of clothing (blouses, pants, skirts, etc.) and create an area for shoes. For a desk, perhaps you need an inbox and outbox, and a place to store office supplies. Describe your vision for your space below:

Draw a picture of what you would like the space to look like when you have completed it:



Now decide which rules you are going to apply when organizing this space (i.e. “keep, throw or donate”, photographs, pick a spot, using a timer, etc.). Be creative – feel free to make up your own rules in addition to the ones in this chapter. Write them here as they relate to this particular space:

Rule: _____ Application: _____

Rule: _____ Application: _____

Rule: _____ Application: _____

Congratulations! You are on your way toward creating a functional and organized space! As you begin to follow through with your plan remember to work for small periods of time so as not to become overwhelmed or distracted. And, don't forget to take a photo of your final product to showcase as evidence that yes, you can be organized!

Strategy 3: Improve Time Management: Create a quarter hour schedule

1. Create a list of your regular ongoing weekly activities, and order from most important to least important. On the next line, write how long each task will take, remembering to error on the side of overestimation.

1. _____
2. _____
3. _____
4. _____
5. _____

- 6. _____
- 7. _____
- 8. _____

2. Insert the above items into the quarter hour calendar week below, starting with the top priority items and working your way down to the bottom of your list.

Time	Monday	Tuesday	Wednesday	Thursday	Friday
6:00 a.m.					
6:15 a.m.					
6:30 a.m.					
6:45 a.m.					
7:00 a.m.					
7:00 a.m.					
7:15 a.m.					
7:30 a.m.					
7:45 a.m.					
8:00 a.m.					
8:15 a.m.					
8:30 a.m.					
8:45 a.m.					
9:00 a.m.					
9:00 a.m.					
9:15 a.m.					
9:30 a.m.					
9:45 a.m.					
10:00 a.m.					
10:15 a.m.					
10:30 a.m.					
10:45 a.m.					
11:00 a.m.					
11:15 a.m.					
11:30 a.m.					
11:45 a.m.					
12:00 p.m.					
12:15 p.m.					
12:30 p.m.					
12:45 p.m.					
1:00 p.m.					
1:15 p.m.					
1:30 p.m.					
1:45 p.m.					
2:00 p.m.					
2:15 p.m.					

2:30 p.m.					
2:45 p.m.					
3:00 p.m.					
3:15 p.m.					
3:30 p.m.					
3:45 p.m.					
4:00 p.m.					
4:15 p.m.					
4:30 p.m.					
4:45 p.m.					
5:00 p.m.					
5:15 p.m.					
5:30 p.m.					
5:45 p.m.					
6:00 p.m.					
6:15 p.m.					
6:30 p.m.					
6:45 p.m.					
7:00 p.m.					
7:15 p.m.					
7:30 p.m.					
7:45 p.m.					
8:00 p.m.					
8:15 p.m.					
8:30 p.m.					
8:45 p.m.					

1. Write down an “extra” activity you would like to schedule into your week:

a. _____

2. Break down the “extra” activity into small steps or segments of time. Write down the step and how long it will take:

a. _____

I. _____

II. _____

III. _____

IV. _____

V. _____

Total Time: _____

3. Insert the “extra” activity wherever you have space in your planner, ideally doing one small item per day or so.

Strategy 4: Create Goals (Using Rewards and Consequences): Help Yourself!

Below, create three or four LTGs for yourself that possess the three golden rules (measurable, process based, time sensitive). Prioritize them 1-3 and write each goal in a separate box. Then write the corresponding “due date” in the right-hand box, next to your LTG:

Long Term Goals

	What would you like to accomplish? Write a LTG that is measurable, process based, and time sensitive.	By when would you like to accomplish this LTG? Pick a definitive “due date”
1		
2		
3		
4		

Specific actions/behaviors I planned to follow-through with today.	Specific steps I took toward following-through with set plans.	What helped me follow-through with set plans?	Specific steps I did NOT take toward following-through.	What obstacles prevented me from following-through?

Strategy 5: Develop Learning and Study Strategies

Try It! Weekly Self Evaluation

Check off the things you accomplished this week:

- I studied in a quiet place
- I made a study schedule and kept to it
- I completed all my homework assignments
- I kept my folders, notebooks, and study area organized
- I studied during my self-identified “peak period”
- I took notes in class and followed the note-taking suggestions
- I used techniques to listen and focus better in class
- I sat in the front of the class
- I asked at least one question in class
- If the teacher asked questions or asked for comments, I responded at least once
- I reviewed and updated my notes fairly soon after class was over

- I followed the suggestions in this book for reading
- Each night I prepared for the day ahead (checked by calander, got things I needed together)

The thing that worked best for me this week was _____

The thing I wasn't too successful with was _____

My goal for next week is _____

Strategy 6: Improve Social Relationships

Try It! Positive Listening

Pick two to three situations during the coming week. Have "normal" conversations. Don't do anything different except try to reflect on the conversations once you've finished. Each time, after the conversation is over, think about the definition of *Positive Listening* below, and rank yourself on a 1-5 scale. Here is the definition of *Positive Listening*:

- I paid attention. I can repeat specifics of the conversation. I remember specific things the other person asked me to do. I remember details, times and dates of any plans made. I listened as much as I talked. I focused. My mind didn't drift. I learned something about the other person such as something they did, how they felt, or something they want me to do. I think this conversation deepened my relationship with this person.

Now give yourself a 1-5 rating for *Positive Listening*, as follows, for how you listened in general, across the 2-3 conversations you monitored.

I think that, in general, I listened:

1	2	3	4	5
Not at all	Somewhat		Pretty Good	Really Well

Now, let's try getting some outside confirmation. Think about your key relationships. Perhaps check it out, and ask at least one other person to do the rating above. You may not

realize how your listening skills come across to others. Is your rating the same as the other person? Go back and read the definition of *Positive Listening*. What specific parts of the definition tend to be challenges for you? What parts do you think you do pretty well with?

Strategy 8: Understand Comorbid Disorders and how to treat them

Try It! Reduce the Stress in Your Life

If you are doing well with regard to the four Healthy Lifestyle components described above, you are well on your way to reducing stress already. But there are some additional things you can do if you still seem to have a lot of stress. Sometimes you are stressed because your priorities are out of whack, and you spend too much time doing things that you don't want to be doing. Let's see if you can identify some ways your time might be out of balance. Fill in the chart below, listing the amount of time you *actually spend* in different activities, and then the amount of time you *would like to be spending* in those activities.

Ways you Spend Your Time	How many hours per week (based on 100) do you <i>currently</i> devote to this	How many hours per week (based on 100) would you <i>like</i> to devote to this	Check here if there's more than a five hour difference in your two columns
Work			
School and studying			
Time with Family			
Exercise			
Fun/social/entertainment			
Personal (reading, TV, computer)			
Church/volunteer/organizations			
Other (list)			

How many checks did you have in the last column? Think carefully about those activities. Can you say NO to anything you're doing too much of? Can you include more of the activities that you want to be doing? Pick one of the activities that seems out of whack and make a conscious decision to rebalance. Set a goal for yourself over the next few weeks of changing the amount of time you're spending on the activity you've selected.

Blues Buster Ideas

Idea	What I Need to Do/Buy to Get it Ready	Check Off Here When its Ready
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

What Type of Treatment is For Me?

Answer the following questions. Circle the letter that best represents you for each one.

1. How much would you pay for treatment of your ADHD symptoms?
 - a. I'd rather put little or no money toward treatment
 - b. I am willing to put out several hundred dollars for treatment that has proven effective
 - c. I would pay several thousand dollars to try an up and coming, non traditional approach
 - d. If it's not free, I'm not trying it

2. What type of interaction do you prefer?
 - a. I like group settings where I can bounce ideas off of many people who have experienced similar situations
 - b. I like individualized, one-on-one attention with an expert

- c. I prefer to work with technology rather than people
 - d. I like to try things on my own that will have minimum impact on my day
3. How much time are you willing to devote to treatment?
- a. I would like to find something ongoing but not necessarily weekly
 - b. I prefer regular weekly sessions, but that don't go on for years and years
 - c. I want to know exactly how many sessions my treatment will take
 - d. I don't want to devote any time to treatment
4. How do you prefer to engage in problem solving?
- a. I like to get feedback from as many people as possible and weigh all the options
 - b. I want someone who has a lot of experience and expertise to offer their ideas
 - c. I don't like the act of trying to problem solve - I'd rather try something up and coming that requires little problem solving on my part
 - d. If it's free, I'll try it
5. What issues do you struggle with most in terms of your ADHD?
- a. Feeling misunderstood or underappreciated
 - b. Time management, organization, goal setting
 - c. Focus, control, impulsivity
 - d. What don't I struggle with?!

Now total the number of questions you answered A. Do the same for B, C and D.

If you answered mostly A's: You may want to try group counseling or a support group

If you answered mostly B's: You may want to try ADHD Coaching or Cognitive Behavioral Therapy

If you answered mostly C's: You may want to try Neurofeedback

If you answered mostly D's: You may want to try mindfulness meditation, or a nutrition and exercise regime