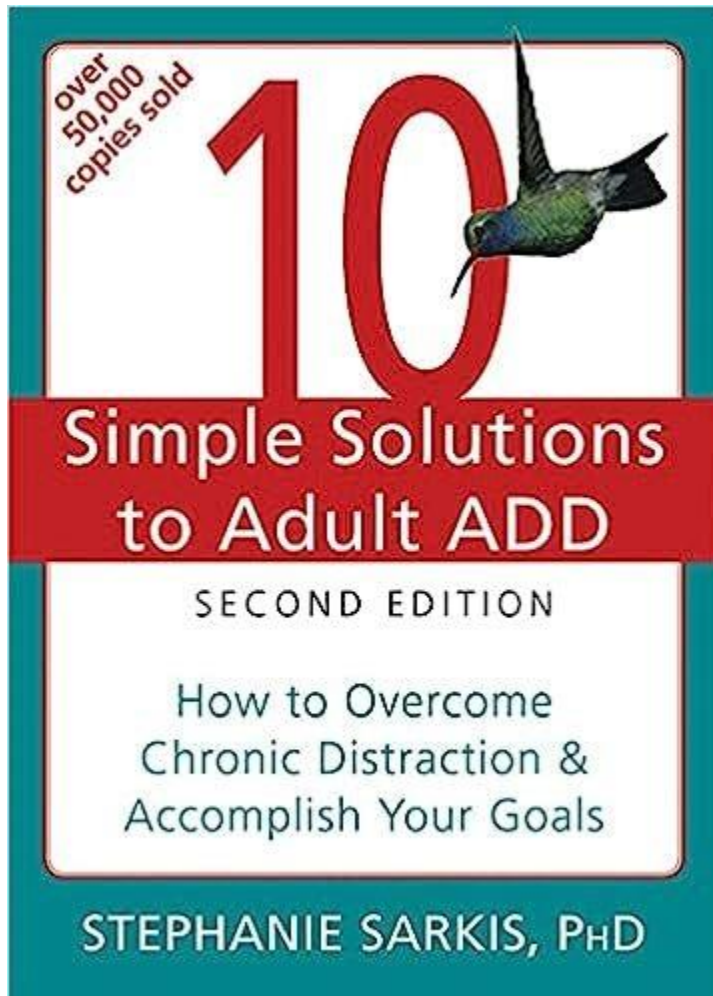


## 10 Simple Solutions to Adult ADD:

How to Overcome Chronic Distraction and Accomplish Your Goals  
(The New Harbinger Ten Simple Solutions Series)



- Publisher : New Harbinger Publications; Second edition (November 1, 2011)
- Language : English
- Paperback : 200 pages
- ISBN-10 : 1608821846
- ISBN-13 : 978-1608821846

This book is for people recently diagnosed with ADD or suspect they may have ADD. However, even if you have known for quite some time that you have ADD, this book can still provide solutions for some common frustrations.

When you have ADD, you can get overwhelmed by change. Pick one solution in the beginning and see if it works. If it does, great! Try another solution when you feel you have the first one well incorporated into your lifestyle.

Some of your ADHD challenges may be having feelings of not living up to your potential, chronically procrastinating, impulsively taking risks, having difficulties finishing projects, frequently losing items, having a quick temper and having problems with organisation.

A series of marriages, impulsively quitting jobs or changing jobs frequently. Lacking friends, having difficulties managing money, having low self-esteem, being underemployed (working below your ability), disliking traffic so much that you will drive out of your way to avoid it, and interrupting people

It might surprise you to learn that ADD is not all negative. There are also positive aspects to having ADD, and it is likely that you have these traits as well.

People with ADD can have creativity, an ability to multitask, a good sense of humour, versatility, and the ability to let go of grudges, talent for thinking "outside the box". The drive to focus on something they are interested in ADD affects the brain's frontal lobes.

The frontal lobe conducts tasks known as executive functions. These functions include organising and processing information, making decisions, planning, regulating moods, storing information,

learning from mistakes and consequences, starting tasks, and ensuring everything works as it should.

When you have low dopamine, you will find things that increase your dopamine level without realising it, including fidgeting, gambling, caffeine, illegal drugs, food, cigarettes, and alcohol.

People with ADD can wear themselves out by trying to tackle too much at once. This leads to burnout and avoidance of organisation tasks. The key is to pace yourself. Think of decluttering as a series of short sprints instead of a marathon.

Declutter and organise one drawer or surface at a time and work in blocks of time. Set a timer for twenty minutes when you are organising. Stop when the timer goes off. Don't fall into the trap of doing "just one more thing." Take a break and reward yourself for a job well done.

Also consider hiring a personal assistant. This is someone who comes to your house a few hours every week

Clutter creates visual stress, a feeling of chaos and lack of motivation caused by an overload of stimuli in your environment.

One principle of feng shui is that clutter stops you from letting go and moving on to new things. Clutter can make you feel like you are in a rut because it blocks your chi. Clearing off surfaces is a good first step toward decluttering your environment and moving on with the organisation process.

The simpler the decluttering process is, the easier it will be to

follow through. To begin, get four large boxes, one large garbage bag, and a permanent marker.

Label the first box "Fix It." Put items in this box that are not working properly and are repairable. Before putting an item in this box, ask yourself if repairing the item is worth your time and money.

Label the second box "Give It Away." This box is for items that would be enjoyed or used more by a charitable organisation or by your family or friends.

Label the third box "Keep It." This box is for items that are in good working order and have been used in the past year. This box is also for items that have sentimental value.

Label the fourth box "Don't Know." Use this box if you are unsure if you need an item. Put this box away for a year. If you did not use the item during that time, you probably do not need it.

The fifth "box" is your garbage bag. The garbage bag is for items that are broken and nonrepairable or items that do not have value to you or anyone else. When the bag is full, put it in your trash can.

Read It. This folder is for articles and papers you want to read. Bring this folder along when you have appointments and will be waiting awhile. It is amazing how much reading can be accomplished while you wait.

File It. This folder is for papers you need for future reference, such as legal documents, warranties, and receipts.

Schedule a time every month to file the papers in this folder.

Otherwise, you'll end up with a very full folder. Doing a little at a time gets a lot more accomplished.

**Take Action.** This folder is for bills and other paperwork that require immediate attention.

**Give Away.** This folder is for articles and other papers that are of more use or interest to someone else.

**Don't Know.** Use this file for papers you're not sure you need.

Once a month, revisit your file cart.

Find a briefcase or purse with many compartments. Some have key rings attached, and some even have a light built in so you can see the contents.

A bag with compartments helps you find a place for everything. Buy a wallet in a bright color so you can locate it more easily in your bag. Clear zippered bags are a great way to compartmentalise items in your purse or attaché case.

Do you need to read up on organisation strategies? Do you need to talk with other adults with ADD about their experiences with organisation? Do you need to talk to a counsellor?

### Hold on to Your Keys

Keys can be your worst nightmare. Put a key rack or basket by the entry door of your home. Place your keys there as soon as you come in the door. Make sure that the keys are out of reach of small children and pets.

Consider getting a key chain with a transponder that beeps and/or has a flashing light. Press a button on a homing device and your keys respond. Wear your keys on a wristband or lariat when you are out. It may not be the latest fashion statement, but you will be able to find your keys.

Buy a brightly colored case for your glasses so they are easy to spot.

People with ADD can have difficulties remembering where they parked. To make it easier to find your car in a parking lot, tie a bright ribbon onto the antenna. Write down where you parked, either on a notepad or on your phone's calendar.

When you are leaving your home, stop before you close the door and check that you have your wallet, keys, planner, and phone with you. Make a list of these essential items. Laminate it so it lasts longer and post it by the door.

Use a Paper Planner or Smartphone A paper planner or smartphone is essential to the person with ADD. A paper planner or smartphone acts as your "external brain." You can use it to write down appointments, contact information, birthdays, and even ideas. The more you write in your paper planner or enter in your smartphone, the less you have to remember.

When you create a "finish line," you are much more likely to follow through. When you have a large project, break it down and set several small deadlines. Reward yourself after meeting each deadline.

If you have difficulty breaking projects into smaller steps, ask for help from a friend or organisation buddy.

### Delegate Tasks.

Let's face it very few of us feel that we were put on earth to do laundry and wash dishes. Learning to delegate means asking other people to help you. Asking people to help is not a weakness. It is a sign that you are smart enough to know that a task does not make the best use of your skills and time.

### Make a List of Things to Say

Phone calls are shorter and more effective if you have compiled a list of things to tell the person. If possible, postpone the call until you have a full list. Without a list, it is easy to get sidetracked and forget important items.

### Limit Your Use of Social Networking Sites

Using social networking sites can be fun but addictive, and this is especially true if you have ADD. Set a timer before you go on to a social networking site. When the timer goes off, log off from the site. If you are going to spend time on social networking sites, choose just one site to focus on. In addition, turn off phone and e-mail notifications from social networking sites.

### Schedule E-Cards Ahead of Time

Sit down and schedule a bunch of e-cards to be sent throughout the year.

**Exercise: Create a Weekly Schedule** When people with ADD lack structure or a set schedule in their day, they can feel unproductive and frustrated.

Create a schedule of your week. There are spreadsheet programs and smartphone calendar apps that can streamline the schedule creating process.

Designate a color for each activity. For example, make “studying time” blue and “working time” red. People with ADD are very visual, so it will be much easier for you to just glance at the color on your schedule rather than read the name of the activity.

To achieve financial success, people with ADD may need to rely on nontraditional methods of financial management.

Make a rule that before you buy an item that costs over \$100, you will go home and consult with a family member or friend about the purchase. This helps keep your impulse shopping in check.

Your physical well-being is primarily determined by exercise, diet, and sleep habits.

To a person with ADD, variety is truly the spice of life. To combat exercise boredom, vary your routine. The best way to maintain a healthy body is to combine exercise with eating well.

To make a smoother transition at bedtime, turn off the television or computer at least thirty minutes before you go to bed. The sensory stimulation and light emitting from electronic devices keeps your brain awake (Milian 2010).

Remember, it is just as important to have fun and stay creative as it is to work. Pick a day each week to relax and have fun.



Creative visualisation is a good relaxation technique for people with ADD because it lets you use your imagination. It also keeps your mind active while you relax. There are CDs and tapes available that walk you through guided imagery. A narrator describes a scene, and your imagination follows.

People with ADD can have a very short fuse, their anger can go from zero to sixty in a few seconds. Things that would not bother people without ADD can set you off.

A common problem for people with ADD is that while they get over their outbursts rather quickly, family members may be traumatised for a long time. Angry outbursts can strain your relationships, leading to a damaging cycle of anger.

Only you can define your relationship with the world. Part of spiritual well-being is realising that you and the people in the world are interconnected.

Every night before bed, write in a journal five things you are thankful for. Also write down one thing that inspired you, one thing that surprised you, and one thing that touched you.

**Spend Quiet Time Alone** Find a place in your home where you can “escape.” Even if you have a small living space, you can turn a corner into a sanctuary. Decorate it with calming artwork or objects. Make time just to be quiet and rest in this space.

**Find Your Purpose.** Part of practicing spiritual wellness is to discover the reason you are on the earth. Are you meant to discover something? Are you meant to be an advocate for a

particular cause?

Consider what legacy you want to leave. Ascribing meaning to your life allows you to put things in perspective.

## Find a Job That Fits You

Occupational wellness is being able to enjoy your work, having skills to search for jobs, and finding the job that is best suited to your skills and needs. It is also the ability to recognise opportunities for learning new skills.

People with ADD do best in jobs that are fast paced and include;

- A variety of different tasks each day.
- Jobs that allow you to move around during your workday
- Provides support from an assistant
- Are intellectually stimulating
- Take advantage of your ability to multitask
- Have firm due dates for projects
- Offer frequent feedback
- Have clear expectations
- Have a flexible schedule
- Provide interactions with various people
- Offer immediate rewards for a job well done
- Allow you to use your ADHD strengths

