

# EASILY ORGANIZE WITH ADHD

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THE INTERACTIVE WORKBOOK

SIMPLE STRATEGIES TO TRANSFORM CHAOS, REDUCE  
STRESS, AND DECLUTTER QUICKLY EVEN IF IT SEEMS  
IMPOSSIBLE

TINA ST. JOHN



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## INTRODUCTION

For many with ADHD feelings of distraction and disorder are common. Maintaining focus and organization in the midst of this chaos is a familiar struggle. However, this interactive workbook is a source of encouragement, offering assuring relief from the disruption and the potential for important change. It's a plan of action to deal with the challenges and becoming stronger on the other side.

This interactive workbook is a journey of personal development, a journey to discovering there's more to you than someone with ADHD. Discerning strategies and practical action steps provide a structured yet flexible route to self-improvement and functional organizing skills. Whether seeking to improve efficiency, hone your focus, or simply find peace in your daily routines, this workbook offers the tools to succeed and the inspiration to keep going, keeping you motivated and encouraged along the way.

Prepare to jump into a hands-on experience. Each chapter is an opportunity to actively engage with content that is designed to your individual development. It's an interchange between you and your capabilities, a chance to structure your own path.

The sections, MY NOTES and MY JOURNAL, are tools for self-reflection, thoughts, and your own unique progress. I encourage you to write in these sections which are at the end of *Action Steps and Chapters*. Putting pen to paper strengthens and creates a mindset that helps you consider and think about your process, your resistances, and, most importantly, your progress. Seeing your words and written responses captures your thoughts, ideas, and heart, producing a more tangible experience.

While practicing the action steps, if you experience a lack of enthusiasm at some point—perhaps feeling overwhelmed or doubting your progress—remember that developing these habits is an undertaking that takes time and patience. Think about the time spent on these steps as an investment, much like the time you dedicate to being with a friend. It's important to consider that you're practicing these steps to determine what works for your unique lifestyle. Action establishes your ability and whether something works or not.

Use the MY NOTES sections to express your views and develop positive statements that resonate with your experiences. These personal insights will help reinforce the change you want to manifest, making you the planner of your transformation. You're not just a reader; you're the creator of your success story.

At the end of each chapter, the MY JOURNAL space offers a moment of thoughtfulness, allowing you to review on what you've learned, how to continue to apply these lessons, and your own assessment of what you liked and didn't like. This space is designed to be your quiet zone, where you can jot down your thoughts, feelings, and insights. It's a sort of confidant and an easy incentive for change, guiding you toward a more organized and fulfilling life. Let this workbook be a reliable system offering guidance and support every step of the way..



*“Nothing is impossible, why the very word says, “I’m possible.”*

— AUDREY HEPBURN

## UNDERSTANDING ORGANIZING WITH ADHD

**T**idying up can sometimes be disconcerting, especially when ADHD is involved. It's common for anyone to feel overwhelmed at times. In this chapter, we'll explore a range of strategies, from small changes in your daily routine to practical ways to organize your environment, all designed with a thoughtful tone to support you through the cognitive challenges that ADHD brings.

We'll examine how effective strategies, like setting a timer for 20 minutes of focused work, then taking a 5-minute break, or practicing steps such as breaking down larger tasks into smaller, more manageable parts, can significantly enhance your ability to focus. You'll also discover practical ways to create an environment that feels both organized and inviting, such as using color-coded list or setting up a simple designated workspace. These strategies have been proven to work and can strengthen your efficiency in a way that feels natural and achievable, giving you the optimism and motivation to try them out.

Feel confident knowing that these methods are not just tools, but means for change. They are designed to help you transform what may seem like obstacles into steps towards a more structured and serene life. With care and

patience, you can take control of ADHD's challenges, making room for growth and success in all your pursuits.

Let's get started!

## SECTION 1.1: UNDERSTANDING ADHD AND ITS IMPACTS ON DAILY ORGANIZING

This section will explore the challenges individuals with ADHD face in planning, prioritizing tasks, and managing responsibilities. Difficulty with organization and clutter can disrupt daily routines, but acknowledging these challenges is the first step towards discovering effective strategies and improving task management.

### **Key Points**

- ADHD makes planning and prioritizing challenging.
- ADHD often disrupts daily routines.
- Acknowledging these challenges is the first step toward change.
- Identify patterns.

### **Action Steps**

#### **1. *Identify and Write***

- Tasks you often need to remember.
- Items you frequently misplace.
- Areas in your home or workspace that tend to get cluttered.
- Routines you need help to maintain.
- Write down the challenges which stand in the way of improving your organizing in the list below. This exercise is to help see patterns that need improvement.

## CHALLENGES

### 1. *Task to Remember*

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### 2. *Frequently Misplaced Items*

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### 3. *Cluttered Areas*

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### 4. *Routines Needing to Maintain*

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### **2. Simplify: Begin with what you know you can do!**

- Identify your essential routine such as morning preparations, work tasks, or evening wind-downs.
- Keep It Simple! : Pick one and create 3 steps you can complete without added complexity. *The goal is awareness!*
- **For example:** Evening wind-down.
  - Dim lights and turn on soft music.
  - Turn off all devices and read an inspiring quote.

- Deep breath and meditate for 5 minutes visualizing that quote.

After identifying your challenges, now follow the example steps above to create simple steps in the space below that you know you can complete.

**SIMPLE STEPS**

*Essential Routine*

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Step 1.

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Step 2.

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Step 3.

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*Give an example of a challenge you want to overcome to help you recognize the change needed to improve your organization.*

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### 3. *Helpful Tips to Streamline Your Tasks/Routine*

- Set a schedule: Take control and establish consistency by choosing specific times for your task or routine
- Use Reminders: Employ alarms, notes, or calendar alerts to remind you of your routines until they become a regular habit.
- Be Flexible: Allow for some adaptability in your task or routine to accommodate unexpected changes or needs.
- Designate: Establish a specific area for misplaced items, such as keys and wallets in prominent areas like the entryway or kitchen counter. Be creative!

### 4. *The 3-minute Declutter*

- Attend an area in your home or office where “stuff” accumulates regularly.
- Take 3 minutes to straighten the area without overthinking. Just straighten!
- **For example:**
  - Papers in neat piles.
  - Throw away trash; opened envelopes, etc.
  - Pencils, pens in containers.

*Were these action steps helpful, and why?*

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## Strategies

Recognize your challenges.

- Identify recurring patterns.
- Designate a spot for misplaced items.
- Implement a 3-minute declutter to organize.

If these easy steps work for you, consider adding more simple task and routines methods to your daily life. Remember to make it fun by adding your own creative touch. In MY NOTES, acknowledge you've completed these steps. This recognition can provide a sense of accomplishment and progress. End with a positive affirmation, and keep up the good work!

### MY NOTES

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### I am...

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## SECTION 1.2: TIME BLINDNESS AND ADHD: STRATEGIES TO PERCEIVE TIME BETTER

Time blindness, a condition that can make it difficult to accurately perceive the passage of time or estimate task durations, often leads to tardiness or missed deadlines. However, understanding this challenge is important to developing effective time management strategies. In this section, we will

provide practical techniques to enhance your time awareness and equip you to take control of your schedule.

### **Key Points**

- Time perception difficulties.
- Being more accurate in the time it will take to complete tasks.
- Recognizing the impact of time blindness is important.

### **Action Steps**

#### **1. *Set Up Your Time Log for 3 Days***

- Time, Activity, Duration

#### **2. *Track Your Day***

- Record an activity each day you engage in for 3 days using the time log below. Note the start and end times and how long each task took.
- Keep It Simple!
- **For example:**
  - *Day 1:* Time 7:00 am-7:35
  - *Activity:* Breakfast Prep
  - *Duration:* 35 minutes
- **Another example:**
  - *Day 1)* Noon-2:00 pm
  - *Activity:* Paying bills
  - *Duration:* 2 hours

**TIME LOG**

Day 1

Time

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Activity

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---

Duration

---

Day 2

Time

---

Activity

---

---

Duration

---

Day 3

Time

---

Activity

---

---

Duration

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**3. Reflect on Your Log**

- Review your time log at the end of the 3 days to identify patterns. Look for instances where time may have been misjudged and tasks took longer or shorter than expected.

**IDENTIFY PATTERNS**

*Day 1.*

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*Day 2.*

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*Day 3.*

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- If you find this effective, use a timer (manual alarm, digital smartphone timer).

*Do you get distracted during your task and jump to another task simultaneously?*

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#### 4. *Adjust Your Schedule: Write it down!*

- Based on your study, this step is important. This adjustment is a significant step towards improving your time management skills.
- **For example:**
  - 7:00 a.m. doesn't work for the morning because it's too close to leaving at the desired time of 7:30.
  - *Adjustment:* Schedule 10 minutes the night before to prepare ingredients needed for breakfast or start at 6:45 a.m. rather than 7:00 a.m.

### ADJUSTMENTS

*Day 1.*

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*Day 2.*

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*Day 3.*

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This activity focuses on becoming more aware of how you spend your time. It is designed to assist you in more effectively planning for future tasks and enhance your time management skills. Remember to adjust to your specific needs.

*Was this action step helpful, and why?*

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## **Strategies**

- Create time logs: *Time, Activity, Duration*
- Identify and review patterns.
- Adjust time when necessary.
- Review your schedule daily to manage your time more efficiently.

These strategies will help you tackle time blindness, familiarizing yourself with patterns that need adjusting.

If this easy method works for you, consider continuing to track your time throughout the day and fine tune your awareness of how long your task will take, controlling your ability to manage time. Remember to make it fun by adding your own creative touch. In MY NOTES, acknowledge you've completed these steps. This recognition can provide a sense of accomplishment and progress. End with a positive affirmation, and keep up the good work!

## **MY NOTES**

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**I am...**

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### SECTION 1.3: EXECUTIVE FUNCTION: ITS ROLE IN CLUTTER AND A FEW HELPFUL TIPS

In this section, we'll address the executive function challenges that can make organizing difficult for individuals with ADHD, often impacting planning and focus. We'll start by breaking down tasks into smaller, manageable steps that are not only effective and helpful but also practical for your daily life. We'll also explore color coding and using a checklist, which we will expand on later in this workbook, to help enhance your memory and prioritize responsibilities. These strategies aim to improve your executive function and help you establish a more organized routine.

#### **Key Points**

- Executive functions in relation to ADHD.
- Difficulty with planning tasks, maintaining focus, and completing activities orderly.
- Steps to keep order in daily responsibilities.

#### **Action Steps**

##### **1. *Simple Task Breakdown***

- Choose a simple task, such as straightening a kitchen utensil drawer or clearing off the kitchen counter.
- Write it down!
- Break it down into smaller, specific steps.
- **For example:**
  - Empty all utensils drawers.

- Clean utensil holder.
- Organize spoons, knives, and forks.
- Check off each task when completed.

**SIMPLE TASK**

*Task*

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Step 1.

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Step 2.

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Step 3.

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This may seem to simple but it helps make the overall task more manageable and less overwhelming, as you can focus on one step at a time.

***2. Daily Goals List***

- At the beginning of your day, list 2-3 big tasks you want to accomplish. When choosing these tasks, consider their importance and urgency. For each task, break it down into smaller, actionable steps.
- **For example:**
  - *Task:* Start Work Project

- Research for information.
- Complete outline.
- Draft the first section.

**DAILY TASKS GOALS**

Task #1

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Step 1.

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Step 2.

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Step 3.

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Task #2

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Step 1.

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Step 2.

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Step 3.

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Task #3

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Step 1.

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Step 2.

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Step 3.

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### ***3. Practice Timed-Task Segments***

- Select one of the task above and set a timer for 15 minutes. Dedicate that time to working on the first small step. After the timer goes off, take a short break before continuing with the next step. This technique breaks the task into manageable chunks, relieving the overwhelming feeling and helping maintain focus.

### ***4. Practice Using a Customized Checklist***

- Write your task at the top of MY CHECKLIST below and follow steps needing to complete the task. Design the checklist to fit your lifestyle and challenges, using color coding, bullet points, or numbers. This will help you stay focused and motivated. As you finish each step, notice your progress and acknowledge every stage accomplished is a step closer to completion.

### **MY CHECKLIST**

*Tasks*

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### **5. Rewards Hold Significance**

- Reward yourself for each completed task, no matter how big or small. Rewards motivate and help you acknowledge your ability to achieve your goal, something that can be overlooked. We'll address the benefits of rewards further in this chapter and in Chapter 3. Remember, rewards are a form of self-care, so be good to yourself with a reward that compliments your efforts.

*Did you find using a checklist helpful in completing your task and why?*

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*Did you reward yourself and if so, did you find it motivating?*

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### **Strategies**

- Enhance executive function with simple task breakdown, color coding, and checklists.
- Rewards can motivate and keep you going!

Be patient with yourself and make adjustments as needed. Over time, these steps and strategies can help you navigate the challenges of executive function associated with ADHD.

If this method of breaking down tasks into smaller steps, using a checklist and rewarding your efforts works for you, consider continuing to use these techniques. Personalize it to your liking, as it may make organizing more manageable. Remember to make it fun by adding your creative touch. In MY NOTES, acknowledge you've completed these steps. This recognition can provide a sense of accomplishment and progress. End with a positive affirmation, and keep up the good work!

### MY NOTES

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### I am...

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## SECTION 1.4: HYPERFOCUS: HARNESSING INTENSE CONCENTRATION FOR ORGANIZING WITH AN EFFECTIVE TECHNIQUE: THE POMODORO METHOD

In this section, we'll discuss how hyperfocus involves intense concentration that can cause one to lose track of time. The action steps and strategies will give you a sense of managing hyperfocus and using it to your advantage. Think of *The Pomodoro Method*: working in focused intervals with built-in breaks.

## Key Points

- Hyperfocus is a double-edged sword.
- Recognizing when you are in a state of hyperfocus.
- Create a space to support your focus.
- The effective and simple Pomodoro Method.

## Action Steps

### 1. *Your Hyperfocus Checklist: Stay focused!*

- Choose your space and set things up.
- Decide on a quiet area in your home or office as your dedicated space away from high-traffic areas and noise.
- Remove unnecessary items and keep only essential tools to minimize distractions and maximize efficiency.
- Limit digital distractions and silence phone.
- Incorporate calming elements such as low-volume music or soft lighting.
- Communicate to others that you need focused time. Use visual signals, like a “do not disturb” sign, to indicate when you are working.
- Complete the hyperfocus checklist below. Check off each step you’ve completed to create a space to make your hyperfocus a sure sign.

## **HYPERFOCUS CHECKLIST**

1. Your Space\_\_\_\_\_

2. Declutter\_\_\_\_\_

3. Limit Distractions\_\_\_\_\_

4. Calming Elements\_\_\_\_\_

5. Boundaries\_\_\_\_\_

Now that your space is set up, you will see how your hyperfocus can be an attribute, not an impediment, to your organizing with ADHD by following the step below, The Pomodoro Method.

## ***2. A Simple Bright Idea! The Pomodoro Method***

- Choose a *simple* task.
- Set a timer.
- Work until the timer rings.
- Take a short break.

You've heard the saying: "Simplicity is the ultimate sophistication." The Pomodoro Method is straightforward and self-explanatory.

*Was using the Pomodoro Method helpful for managing your hyperfocus, or did you find it difficult? If so, why?*

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## **Strategies**

- Create a calming and effective environment to support your hyperfocus.
- Try new methods like the easy and simple Pomodoro Technique.

By creating a practical space coupled with the Pomodoro Technique, you can create structured work intervals that enhance your hyperfocus attributes and minimize distractions, leading to more efficient organizational completion.

If the Pomodoro Method works for you, consider using it for organization. Personalize it to your liking, as it may make tidying up more manageable.

Remember to make it fun by adding your creative touch. In MY NOTES, acknowledge that you've completed these steps. This recognition can provide a sense of accomplishment and progress. End with a positive affirmation, and keep up the good work!

### **MY NOTES**

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### **I am...**

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## SECTION 1.5: THE EMOTIONAL AND MENTAL SIDE OF DISORGANIZATION WITH ADHD AND KEY ELEMENTS TO HELP

This section covers managing the emotional and mental toll of disorganization on individuals with ADHD. We'll cover understanding the impact of clutter on stress and self-esteem. The action steps will focus on the positive effect of journaling and the strategy for your internal dialogue.

### **Key Points**

- Organizing with ADHD can increase stress levels.
- The ongoing struggle and self-esteem.
- Recognizing the emotional and mental impact and awareness for change.
- Benefits of writing.

## Action Steps

### 1. *Journaling Your Internal Dialogue*

- Set aside time: Decide what time of day is best for you to write without distraction. 5-10 minutes is a doable timeframe, but don't limit yourself if you want to write more. Below is some space provided, but consider getting an actual journal to write in daily.

### 2. *Answer the Prompts in MY JOURNAL*

- Be honest! Just write. There's no need to be concerned about grammar or structure. This is just for you to see.
- The goal is to be aware of what your internal dialogue is saying.
- To change you must be aware to what's needed.

### MY JOURNAL

*When faced with disorder, how does it impact your emotions, and does it lead to a surge of thoughts in your mind?*

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*How does clutter affect your day-to-day activities and your sense of well-being?*

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*At what moments do chaos and clutter cause you to feel the most overwhelmed or anxious?*

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*How does messiness in your personal spaces influence your self-perception and ability to stay organized?*

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### **3. Identify Patterns**

- After writing, read through your entry to identify recurring themes or emotions. This will give you insight over what situations cause you the most stress or frustration.

### **4. The Direct Action Step**

- Based on your reflections, jot down a few small steps to improve your organizing or reduce feelings of stress.
- **For example:**
  - Journal each day.
  - Break up task into small steps.
  - Acknowledge abilities big or small.

### **POSITIVE SMALL STEPS**

1.

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2.

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3.

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### 5. *The Benefits of Constructive Words*

- Knowing what you tell yourself internally will help you change your dialogue to a more constructive tone.
- Repeat and write down 3 positive statements about yourself.
- **For example:**
  - “I’m taking small steps to declutter my space.”
  - There’s more to me than my ADHD.
  - I can create, I can love, I can cook, I can write, etc.

I...

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I...

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I...

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### 6. *Practice Constructive Self-Talk to Boost Morale*

- Honestly, recognize negative thoughts.
- Avoid “I can’t” and take up more “I can”.
- Create your own unique positive affirmations.

Remember, journaling is your tool for understanding and processing your emotions and thoughts about disorganization. This discernment is the key to the change you desire. It’s encouraging to know that you can change what you recognize!

Share what you've accomplished with a friend and bask in your efforts' success. Treat yourself to a reward, or take a moment to reflect on a task you've achieved. If, at times, you get discouraged, be patient and remember you've already proven to yourself that you can organize. Your thoughts and feelings will always be engaged in some way. Engage them graciously and keep that momentum by striving for the positive. If you sometimes feel defeated, take time away from organizing and have a slice of cake with gratitude. After all, have you ever seen anyone upset when they're enjoying cake? Change takes time!

### **Strategies**

- Consider journaling.
- Awareness is key for change!
- Repeat daily positive affirmations.
- Celebrate wins often.

If journaling and positive affirmations work for you, consider using these techniques for overcoming any kind of challenges. Personalize it to your liking, as it may make your organizing life and everyday activities more engaging and interesting. Remember to make it fun by adding your creative touch. In MY NOTES, acknowledge you've completed these steps. This recognition can provide a sense of accomplishment and progress. End with a positive affirmation, and keep up the good work!

### **MY NOTES**

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**I am...**

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## SECTION 1.6: SETTING REALISTIC EXPECTATIONS AND GOALS WITH REWARD SYSTEMS

This section underscores the importance of setting realistic goals to strengthen organizational skills. It emphasizes managing tasks into clear, defined steps that serve as a plan for achieving those objectives, giving you a sense of control over your tasks. You'll learn by practicing the action steps to create specific measures that ensure you stay motivated. Using these strategies is important to guide you in making your goals achievable. Additionally, reward systems are introduced to maintain ongoing organization, providing incentives to stay committed to your plan. Rewards serve not only as an impetus but also as a reminder of what you are capable of.

### **Key Points**

- Setting achievable goals.
- Realistic plans helps avoid frustration.
- Creating clear steps.
- Rewards: Celebrate small victories and reinforce your organizational commitment.

Focusing on achievable goals can build confidence in one's abilities and create a positive cycle of incentive and success.

## Action Steps

### 1. *Define Small, Specific Organizing Tasks*

- Choose an area: Select a specific area in your home or workspace that needs organizing, such as your desk, closet, or kitchen.

### 2. *List Tasks*

- In the space below write down small, specific tasks you can complete.
- **For example:**
  - Clear off the top of the desk.
  - Sort papers and file.
  - Organize kitchen drawers.

### 3. *Set Time Goals*

- Next to each task, estimate how long you think it will take to complete. Setting short, manageable tasks (15-20 minutes) gives you control over time and tasks.

### 4. *Prioritize Your List*

- Rank the tasks in order of importance or ease. (1. 2. 3.) To keep it going, consider starting with the most simple Task 1.

### 5. *Schedule the Tasks*

- Choose specific days and times to work on these tasks. Write them on your list to hold yourself accountable.
- **For example:**
  - Area #1: Dishwasher
  - Task: Clean outside surface and empty.

- Duration: 10 minutes.
- Area #2: Kitchen Counter
- Task: Sanitize and straighten.
- Duration: 15 minutes
- Area #3: Kitchen Drawers
- Task: Sort utensils near stove.
- Duration: 20 minutes

**SPECIFIC TASKS**

*Day/Time*

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Area #1

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Task

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Duration

---

*Day/Time*

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Area #2

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Task

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Duration

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Day/Time

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Area #3

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Task

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Duration

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### **6. Create a Reward System**

- Celebrate the wins!
- Make a Reward List: Write 5 rewards you can give yourself.
- Reward Ideas:
  - Take a walk
  - Buy flowers
  - Favorite snack
  - Alone time
  - Reading

### **7. Below write your personal reward list.**

*Make it meaningful!*

#### **REWARD LIST**

1.

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2.

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3.

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4.

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5.

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These action steps help break down organizing into possible steps, making it easier to tackle projects without feeling overwhelmed. Ending it with a reward gives incentive to get it done.

### **Strategies**

- Be clear about goals.
- Write the steps down.
- Reward yourself: An important step to stay motivated and acknowledging capabilities.

If a reward system works for you, consider using this technique for organization and the challenges you face. Personalize and add meaning, as it may make your organizing life and everyday activities more attainable. Remember to make it fun by being creative. In MY NOTES, acknowledge you've completed these steps. This recognition can provide a sense of

accomplishment and progress. End with a positive affirmation, and keep up the good work!

### MY NOTES

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### I am...

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## SECTION 1.7: USING CUSTOMIZED TRADITIONAL AND NON-TRADITIONAL ORGANIZING WITH ADHD

This section focuses on developing personalized organizing strategies by understanding your unique style. Experiment with different techniques to find what suits you best. These action steps help you refine methods that align with your preferences, creating an effective system for your goals and lifestyle. Traditional methods include the Pomodoro Technique, which uses timers and breaks, as well as Color Coding and Checklists. The 20-minute Cleanup can be traditional or non-traditional, emphasizing working for 20 minutes followed by a 5-minute break. Non-traditional methods involve customizing existing techniques or inventing your own, all aimed at effective organization. Either way, these methods aim to get the job done.

### Key Points

- Traditional and Non-Traditional organizing methods.
- Personalizing strategies.

- Create a customized approach.
- Be flexible!

## Action Steps

### 1. *Personal Preferences: Customize!*

- Best days and times.
- Reasonable goals
- Music, inspiring podcast, or audible book while working.

Identify some personal preferences in the space below that help keep you motivated while organizing.

### **PERSONAL PREFERENCES**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

### 2. *Test Different Organizing Methods: Traditional/Non-Traditional*

- What are some organizing methods?
  - The Pomodoro Method
  - Prioritizing tasks using color codes.
  - Checklist for a specific task.
  - 20-Minute Cleanup

### 3. *Choose a Method to Try*

- Select at least two methods that appeal to you and seem practical for your lifestyle.

## **PREFERRED METHODS**

Method #1.

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Method #2.

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### ***4. Implement Each Method***

- Spend 3 days trying each method in different areas of your home.
- **For example:**
  - Use the Pomodoro Method to organize an area you want to work on.
  - Apply a Color-Coding method to your weekly checklist for grocery shopping
  - Try the 20-minute Cleanup: **TIP:** you can even change the time.

### ***5. Observe and Note***

- Below write your thoughts on each method. Include what you liked, whether it was challenging, and how it affected your organization.

## **INSIGHTS AND IMPACT**

Method #1.

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Method #2.

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### ***6. Review Your Experience***

- After testing each method for 3 days, review your notes to see which method is most effective and enjoyable.

### ***7. Decide on a Personalized System: Keep it simple!***

- Based on the above action steps, choose the best method and create three customized plans to incorporate into your tasks or routine.
- **For example:**
  - **Method:** Pomodoro Method
    - Best day and time: Sunday afternoon
    - Listen to a podcast while working.
    - Breaktime: cookies with tea.
- **Another example:**
  - **Method:** My Shopping Method
    - Color code the grocery list.
    - Use a digital list and paper list for added assurance.
    - Stop for latte before heading home.

**8. Whether Traditional or Non-Traditional: Below add your touch to adjust!**

**BEST CUSTOMIZED PLANS**

*Traditional Method:* \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

*Non-Traditional Method:* \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

By aligning organizing strategies with your personal preferences and strengths, you will create a more natural and effective system..

**Strategies**

- Personalize strategies.
- Identify your preferences.
- Recognize your strengths.
- Modify techniques.
- Test and evaluate.

Whether it's a traditional or non-traditional method, implement what works for you. The goal is to get your tasks done and stay as organized as possible. Personalizing it to your preferences will give you more incentive and may make your organizing life more manageable and easier. Remember to make it fun by adding your creative touch. In MY NOTES, acknowledge you've completed these steps. This recognition can provide a sense of accomplishment and progress. End with a positive affirmation, and keep up the good work!

**MY NOTES**


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**I am...**


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## SECTION 1.8: ADHD MYTHS VS. REALITY: WHAT YOU NEED TO KNOW ABOUT ORGANIZATION

This section will discuss common myths about ADHD and clarify misunderstandings separating myths from facts and our collective responsibilities to support each other. The action steps include exploring misconceptions and learning strategies to educate ourselves and others to effectively support individuals with ADHD and those who do not understand ADHD. We've all heard the saying, "Patience is a virtue." That is undoubtedly true and an important practice for those who are trying to understand ADHD and those with ADHD. Learning these strategies enables us to be more capable in our support. It's a two-way street, allowing support for both sides wholeheartedly and bringing the best outcome for all.

**Key Points**

- Common myths— ADHD is not a real disorder or that individuals with ADHD lack intelligence.
- Collective responsibility to recognize and dispel myths.
- Creating a supportive environment and promote understanding.

## Action Steps

### 1. *Self-Advocacy: Define the Myths to Help Others Understand ADHD*

- Engage in open and honest conversations with a friend, family member, or colleague about the common myths surrounding ADHD.
- To actively dispel misconceptions, create two lists—one for the myths and another for the factual information that debunks them.
- **For example**
  - *Myth:* People with ADHD are just lazy.
  - *Reality:* ADHD is neurodevelopmental disorder that affects focus and self-regulation.
- Below write down ADHD Myths and ADHD Facts that you know.

#### ADHD MYTHS

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#### ADHD FACTS

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## 2. *Taking Initiative to Educate*

- Use what you've written to share accurate information and resources to help dispel common myths. By sharing your own experiences, you'll create more awareness and understanding.

*Write about an experience you've had with someone about the myths and facts regarding ADHD?*

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### **Strategies**

- Practice self-advocacy.
- Engage in open discussions.
- Participate by educating others.
- Develop patience with others and ask for patience from others.

Self-advocacy is essential in our journey to living our best. Consider these steps to help your loved ones and others understand ADHD better. Make it interesting and engaging by having an open mind and heart to others who don't have ADHD but want to support those who do. In MY NOTES, acknowledge you've completed these steps. This recognition can provide a sense of accomplishment and progress. End with a positive affirmation, and keep up the good work!

## MY NOTES

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**I am...**

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## CONCLUSION

Understanding ADHD's impact on organization and applying strategies like breaking down tasks and managing hyperfocus can significantly improve your life. The Pomodoro Method, journaling for your well-being, using checklist, and setting realistic goals are decisive and highly effective in promoting efficiency and reducing stress. Moreover, customizing organizing methods and dispelling myths about ADHD contribute to a more practical approach to the challenges individuals may face.

Use MY JOURNAL to reflect on your experience as you finish this chapter. Write what you liked and disliked, whether you found the content helpful, including the action steps and any tips you want to share. This reflection will help you clarify your understanding and identify important takeaways for your organizing journey.

**MY JOURNAL**

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Wonderful job! Let's carry this momentum to the next chapter.



## SIMPLE STRATEGIES FOR USING TIME, SAVING TIME, AND CLARIFYING TIME

**T**his chapter will explore practical and effective methods for better time management. Understanding how to use, save, and define your time can change overwhelming tasks into doable goals. These easy-to-implement strategies will help you prioritize effectively, simplify your activities, and make the most of every moment, inspiring you to turn time into an important element of your success.

Let's get started!

### SECTION 2.1: THE 20-MINUTE CLEANUP: MAKING ORGANIZING MANAGEABLE

In this section, we'll address the concept of using short, focused intervals for organizing tasks and maintaining attention. Incorporating these quick cleanups into your routine will help develop strong organizing habits.

#### **Key Points**

- Effective short intervals of focused activities.
- Incorporating these cleanups into your routine.

## Action Steps

### 1. *Choose a Small Area to Organize*

- Select a manageable space, such as a drawer, shelf, or corner of a room, where clutter accumulates. Focusing on a small area can make a noticeable impact, motivating you to continue organizing without feeling overwhelmed.

### 2. *Set a Timer for 20 Minutes*

- Use a timer to create a sense of importance and maintain focus. The 20-minute time frame encourages you to work efficiently and can make organizing less intimidating, allowing you to accomplish a task in a short, focused time.

### 3. *Ensure Necessary Tools Are Ready*

- Gather essential tools to streamline the process before you begin for efficiency.
- **For example:**
  - Trash bags
  - Storage containers
  - Labels (Optional)
  - Checklist (handy for ideas, concerns, etc.)

*Was the 20-minute duration too long, just right, or not enough for you to accomplish what you planned?*

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This simple method establishes a structured approach to decluttering that creates a sense of accomplishment and provides reassurance for ongoing organization in your space.

### **Strategies**

- Schedule cleanups.
- Pay attention to your energy levels.
- Focus on visible progress.
- Be flexible!

Remember to align your cleanups with energy levels to strengthen efficiency while focusing on visible progress. Being flexible with your mishaps can make organizing more sustainable and less stressful.

If the 20-minute cleanup works for you, consider regularly adding it to your organizing goals. Remember to make it fun by including a creative touch. In MY NOTES, acknowledge you've completed these steps. This recognition can provide a sense of accomplishment and progress. End with a positive affirmation, and keep up the good work!

### **MY NOTES**

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### **I am...**

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## SECTION 2.2: USING TIMERS EFFECTIVELY TO STAY ON TRACK

Using timers can help you achieve your goals efficiently. The benefits are clear: increased focus, reduced procrastination, and a sense of accomplishment. Let's try it and see how timers can improve productivity.

### Key Points

- Timers create urgency and structure.
- Using a timer controls your time.
- Different timers offer unique benefits.

### Action Steps

#### 1. *Customize Your Productivity with Timers*

- Pick a task using a timer as your guide.
- **For example:**
  - Straighten the kitchen counters by setting a *manual timer* for 10 minutes.
  - Organize the entryway using your *digital timer* for 15 minutes.

This flexibility allows you to find the intervals that keep you most focused. Pick a timer and actual time based on the task and your rhythm, helping you find a system that maximizes your productivity.

#### 2. *Try the Pomodoro Technique for Timing*

- Pick an area in your home or workplace and organize it using the Pomodoro Method.
- Personalize the Pomodoro Technique by working in increments of minutes which work best for you. Follow with a 5-minute break of your choice.

• **For example:**

- Stretch, walk, five-minute deep breathe, eat a snack, etc. You decide!
- This method allows you to adjust the intervals to your personal preference. What's most important is consistency. Do what works for you!
- After completing at least three Pomodoro Methods, take a more extended break (15-30 minutes) to recharge fully. This can improve your concentration and make tasks feel less overwhelming, putting you in control of your efforts.

**MY PERSONALIZED POMODORO METHOD**

*Three Task*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

*Personalized Times*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

*My 5-Minute Breaks*

Task 1. Break

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Task 2. Break

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Task 3. Break

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By actively experimenting with different timer settings and incorporating techniques like the Pomodoro Method, you can take control of your efficiency. This hands-on personal approach allows you to discover practical ways to keep the momentum going and stay motivated.

**Strategies**

- Use manual, digital timers.
- Adjust timer lengths.
- Balance effectiveness.
- Be flexible!

If the more personalized Pomodoro Method works for you, consider regularly adding it to your organizing tasks. Remember to make it fun by including a creative touch. In MY NOTES, acknowledge you've completed these steps. This recognition can provide a sense of accomplishment and progress. End with a positive affirmation, and keep up the good work!

**MY NOTES**

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**I am...**

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## SECTION 2.3: THE POWER OF CHECKLISTS AND HOW TO USE THEM

This section will highlight the power of checklists for your organizing efforts. They help transfer tasks from your mind to paper, visually track your progress, provide motivation through task completion, and allow you to categorize and prioritize your tasks effectively.

### **Key Points**

- Externalizing memory.
- Checklists help transfer tasks from your mind to paper.
- Tracking progress.
- Providing motivation.
- Checking off tasks rewards you.
- Categorizing and prioritizing tasks.

### **Action Steps**

#### **1. *Categorize Your Tasks***

- Spend 15 minutes listing all the tasks you want to accomplish this week.
- Divide these tasks into categories
- **For example:**
  - Home, work, and personal.
  - Write each category on your checklist.

## 2. Create Your Manual Checklists

- For each category, write down the tasks on their respective lists.
- Prioritize the tasks by marking high-priority items with numbers(1.2.3.), letters (A.B.C), or colored markers. Effective but optional. You decide!
- Keep these lists visible, such as on your desk or refrigerator, and review them daily.
- As you complete each task, check it off to track your progress.

### WEEKLY CHECKLIST

#### *Home*

\* \_\_\_\_\_

\* \_\_\_\_\_

\* \_\_\_\_\_

\* \_\_\_\_\_

\* \_\_\_\_\_

\* \_\_\_\_\_

\* \_\_\_\_\_

#### *Work*

\* \_\_\_\_\_

\* \_\_\_\_\_

\* \_\_\_\_\_

\* \_\_\_\_\_

\* \_\_\_\_\_

\* \_\_\_\_\_

*Personal*\*  

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*Did you find this simple method effective? What aspect was helpful and why?*

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By completing this action step, you'll have a structured, easy-to-follow plan for the week, with a manual checklists to help you stay organized and focused. You can also do this digitally with Notes or Google Keeps in the same simple format.

**Strategies**

- Keep lists visible.
- Create lists daily.
- Prioritize tasks.

If this checklist method works for you, consider regularly using it daily. It's simple and useful. Make it fun by adding your unique creative touch. In MY NOTES, acknowledge you've completed these steps. This recognition can provide a sense of accomplishment and progress. End with a positive affirmation, and keep up the good work!

## MY NOTES

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### I am...

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## SECTION 2.4: ORGANIZING THROUGH VISUAL CUES AND LABELS

This section covers the benefits of using visual cues and labels. They simplify decision-making, sharpen focus on tasks, and help maintain structure in areas prone to clutter, making your environment more organized and efficient.

### Key Points

- Visual cues and labels simplify decision-making.
- Labels help maintain structure.

### Action Steps

#### 1. *Labeling System Setup*

- Choose one busy area in your home, like the entryway or the kitchen counter.

- Gather materials such as labels, a marker, or a label maker, along with any containers, baskets, or decorative trays.
- Identify the key items in these areas, such as keys, mail, school supplies, etc.
- Create and attach clear labels for each category (e.g., “Keys,” “Mail”).
- Ensure labels are visible and accessible to read so family members can quickly return items to their designated spots.
- Consider using specific decorative trays, baskets etc. as visual cues that are clearly for certain items rather than labels.

**VISUAL CUES/LABELS**

*Busy Area*

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*Items/Visual Method*

1.

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2.

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3.

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## 2. Create a Visual Schedule: Be creative!

- List your daily routines, such as morning and evening habits using the list below to practice.
- Divide the list into different parts of your day.
- Include images or symbols alongside text to make the schedule easy to understand at a glance.
- Mimic this list onto a display in your home such as: whiteboard, blackboard, checklist
- Place your visual schedule in a prominent location, most likely the kitchen near the refrigerator or where it is often seen.
- Review the schedule regularly and adjust it to reflect routine changes or additions.
- **For example:** *Morning*
  - Prepare lunches
  - Breakfast
  - Feed dog
  - Reminder: report due
  - School drop off: Friday later time

### VISUAL SCHEDULE

#### *Morning*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

#### *Noon*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

*Evening*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

If you feel this was helpful, create one on a whiteboard or chalkboard and hang it in an area so you see it often. Be creative and have fun!

**Strategies**

- Choose labeling, markers, visual cues.
- Regularly update.
- Visual schedule in high traffic area.

If visual cues and labels work for you, use them often. Make them fun and decorative to compliment your decor. In MY NOTES, acknowledge you've completed these steps. This recognition can provide a sense of accomplishment and progress. End with a positive affirmation, and keep up the good work!

**MY NOTES**

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**I am...**

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## SECTION 2.5: TASK BATCHING: A WINNING STRATEGY FOR ADHD

Task batching is an efficient method for organizing somewhat similar tasks into groups and completing them all at once.

### Key Points

- Grouping similar tasks.
- Increasing productivity.
- Designating specific time slots for task batches streamlines workflow.
- Task Batch with Mind Maps

### Action Steps

#### 1. *Identify and Organize Tasks with List*

- Take a few minutes to brainstorm and write down three daily tasks.
- **For example:**
  - Email management
  - Organize work files
  - Submit projects
- Under each task write out three specific subtasks.
- **For example:**
  - Email Management
  - Reply to emails
  - Organize inbox
  - Delete promo and marketing emails

## **TASK BATCHING**

### Task 1

---

Subtask

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### Task 2

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Subtask

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### Task 3

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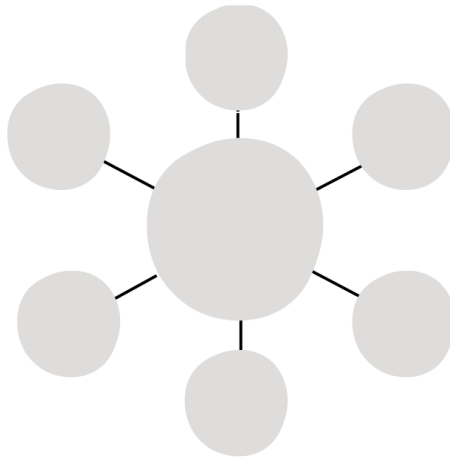
Subtask

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## **2. Set Up a Mind Map**

- Use the very simple practice mind map below.
- In the center of the map, name it *Task-Batch Management*.
- Expand your focal point *Task-Batch Management* into six branches, naming each branch.

- **For example:**
  - Email Management
  - Organize desktop
  - Errands
  - Laundry
  - Meal Prep
  - Creative Projects
- *Manually* create smaller branches from those six branches with to-do prompts.
- **For example** Under *Email Management*
  - Work Emails
  - Personal Emails
- As you add branches, you can also set due dates to help you manage your time better. Have fun and Be creative!



By following these techniques, you'll have a clear and organized system to effectively manage your task batching by visually having a *list* or a *mind map* to help navigate your organizing.

## Strategies

- Create your list or mind map to batch your tasks.
- Assign specific times of the day for different types of tasks.
- Regularly review your task batches.
- Adjust and stay flexible.

If task-batching work for you, consider regularly adding them to your daily life either by list or using a mind map. Remember to make it fun by including a creative touch. In MY NOTES, acknowledge you've completed these steps. This recognition can provide a sense of accomplishment and progress. End with a positive affirmation, and keep up the good work!

## MY NOTES

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## I am...

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## SECTION 2.6: PRIORITIZING WITH THE ABC SYSTEM THAT WORKS

The ABC System is a very simple prioritizing method in which tasks are arranged according to importance and urgency. This system helps manage organizing effectively. Using the ABC Method allows you to focus on essential tasks first, improving efficiency and minimizing stress by providing a clear plan for task completion.

## Key Points

- The ABC Method simplifies organizing.
- Proper prioritization reduces stress.
- Clarity creates ease.

## Action Steps

### 1. *List and Categorize Tasks*

- Write down 3 tasks you need to do.
- Sort them into 3 categories:
  - A. Urgent
  - B. Important but not urgent
  - C. Neither urgent nor important

### **ABC SYSTEM**

*Task A (Urgent)*

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*Task B (Important)*

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*Task C (Nonessential)*

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## 2. *Organize Daily Tasks*

- Review your categorized tasks at the start or end of each day. You decide!
- **For example:**
  - A. task complete first
  - B. task plan during the week
  - C. task schedule when convenient
- Write your top tasks on a whiteboard, or blackboard for more visual presence if needed.

These action steps are very simple but effective. It will help you see your priorities and manage your time better.

### **Strategies**

- **TIP:** Align tasks with personal energy levels.
- Use prioritization to reduce stress.
- Place list somewhere visible.

If the ABC Method works for you, consider implementing this system regularly to keep organizing simple. You can be creative with the visual aspects of writing a list on a whiteboard or blackboard. Add your touch! In MY NOTES, acknowledge you've completed these steps. This recognition can provide a sense of accomplishment and progress. End with a positive affirmation, and keep up the good work!

### **MY NOTES**

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**I am...**

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## SECTION 2.7: DECLUTTERING IN LAYERS: A STEP-BY-STEP GUIDE

This section explains how layered decluttering can make organizing more manageable by breaking it into reasonable steps. The goal is to help you systematically reduce clutter by addressing one layer at a time. The beauty of layered decluttering is that it's not a race—it's a method that adapts to your pace, allowing you to organize effectively without feeling rushed. This systematic approach ensures that you can manage the process without feeling overwhelmed.

### **Key Points**

- Layered decluttering into doable steps.
- Reduce clutter one layer at a time.
- Move at your own pace.
- Increases space utilization.

### **Action Steps**

#### **1. *Start with Easy-to-Remove Items***

- Choose a specific area to declutter, like a drawer or countertop.
- Easy-to-eliminate items, such as old receipts, expired products, or broken items.
- Remove these items and place them in a bag or box for trash.

## 2. *Organize Remaining Items*

- Keep or Donate. Remember, it's a simple process.
- Set up bags or boxes for the items you're donating and write "Donate" on it.
- For items you're keeping, decide on a storage solution: Bins, Baskets, or Shelves that will fit the space these items will go in.
- Label these selected storage containers, such as "Toys," "Documents," etc. so you can easily find what you need and keep items organized.

3. *List 3 items you're donating or discarding. Under each one write down how it felt to let go of this item.*

### **DONATE/DISCARD**

Item 1.

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Item 2

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Item 3.

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*What aspect of these action steps did you find most beneficial and why?*

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Review and maintain your organized space regularly to prevent clutter from building up again.

### Strategies

- Approach decluttering with a positive mindset by focusing on progress.
- **TIP:** Use music to energize your efforts, or take regular breaks to refresh.
- After finishing each layer or section, take a moment to reflect on your accomplishment

If decluttering in layers is an effective technique for you, consider regularly adding this to your organizing task. Remember to make it fun by including a creative touch. In MY NOTES, acknowledge you've completed these steps. This recognition can provide a sense of accomplishment and progress. End with a positive affirmation, and keep up the good work!

### MY NOTES

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**I am...**

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## SECTION 2.8: DIGITAL DECLUTTER: ORGANIZING YOUR ONLINE LIFE

This section highlights the importance of organizing digital spaces to minimize mental clutter and increase efficiency. Maintaining your digital files, apps, and emails can prevent information overload and keep your digital life in order.

### Key Points

- Organizing digital spaces.
- Prevent information overload.

### Action Steps

#### **1. *Clean Your Desktop and Organize Digital Files. Welcome to the Master Folder! (Practice list below)***

- Start by decluttering your digital desktop and removing unnecessary items.
- **For example:**
  - Apps you never use.
  - Outdated files, including screenshots. You'll finally see that beautiful desktop image you have!
- Once you've cleaned up your desktop, create labeled folders.
- **For example:**
  - Personal
  - Work
  - Projects
- Categorize your files and place them accordingly into these 3 folders.
- **For example:**
  - Personal Folder: *Subfolders*: Health, Travel, Family Events, Photos, etc.

- Work Folder: *Subfolders*: House Blueprints, 2025 Monthly Meetings, etc.
- Projects: *Subfolders*: Bathroom Redo, Build Backyard Shed, Start Book Club
- **TIP:** Label your subfolders with clear descriptions so you're aware of what's inside.
- Subfiles in your subfolders.
- **For example:**
  - Health: Mom's Health Insurance cards, Dad's Health Diet Plan, Kids School Health Cards
- Below is your practice run!

**MASTER FOLDER**

Work Folder

Sub-Folder/Title:

- \_\_\_\_\_

Files in Sub-Folder

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Personal Folder

Sub-Folder/Title:

- \_\_\_\_\_

Files in Sub-Folder

- \_\_\_\_\_
- \_\_\_\_\_

- \_\_\_\_\_

### Project Folder

Sub-Folder/Titles

- \_\_\_\_\_

Files in Sub-Folder

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

After categorizing all your Work, Personal, and Project folders, you'll put them in the *MASTER Folder*. The *MASTER Folder* will be the **ONLY** visible folder on your desktop.

## ***2. Utilize Google Drive and Dropbox Storage: Action Step Optional!***

- Google Drive and Dropbox offer the same cloud storage features:  
You can sync your desktop files to Google Drive or Dropbox.
- Why would you do this?
  - Easy access on PC and Mac computers.
  - More security
  - The ability to share your documents and files.

Once I finally began using Google Drive to store my folders as a backup option, I realized how simple and straightforward it is. It's normal for computer features to seem intimidating, but Google Drive makes it easy to have extra security in storing your files. It's a very simple process that anyone can master!

### 3. *Cleaning Up Your Emails*

- Declutter your email:
- **For example:**
  - Delete outdated and unnecessary emails.
  - Unsubscribe from unwanted newsletters and ads.
- Follow this very easy step for one week and notice how nice having a clean email inbox is.

### 4. *Limit App Usage to Essentials*

- Review your phone and computer apps, and remove any you rarely use.
- Keep only essential apps that add value to your daily life.
- Check your digital subscriptions and cancel any that you no longer need. This will save you money!

*Do you ever say to yourself, “I shouldn’t delete it because I may need it down the line”? If so, ask yourself why and write it down!*

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These action steps are important in creating a cleaner and more efficient digital space. By reducing digital clutter, we can significantly ease mental stress and increase our visual clarity, underlining the urgency of this issue.

These steps will help you understand the required importance of a clean digital space. Our digital devices are not out-of-sight, out-of-mind, and it’s essential to maintain them regularly to reduce mental stress and increase visual clarity.

## Strategies

- Master Folder a practical solution.
- Google Drive and Dropbox options.
- Implement digital management regularly.

If the Master Folder and regular digital cleanups work for you, please implement them. This will save you time! Remember to make it fun by including a creative touch. In MY NOTES, acknowledge you've completed these steps. This recognition can provide a sense of accomplishment and progress. End with a positive affirmation, and keep up the good work!

## MY NOTES

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## I am...

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## CONCLUSION

Simplicity is a necessary mindset—choosing simple approaches stimulates and influences efficiency and peace. This chapter provides practical, adjustable strategies designed to help individuals with ADHD better manage time and organizational tasks, resulting in reduced stress and a more orderly lifestyle.

Use MY JOURNAL to reflect on your experience as you finish this chapter. Write what you liked and disliked, whether you found the content helpful, and your favorite tips and strategies. This reflection will help you clarify your understanding and identify important takeaways for your organizing journey.

**MY JOURNAL**

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Wonderful job! Let's carry this momentum to the next chapter.

## DAILY ROUTINES AND HABIT BUILDING

### INTRODUCTION

**S**tarting your day with a calm and structured routine can make a big difference for anyone, but particularly for individuals with ADHD. From time to time, I hear comments on the dreads of routine and how impractical they are for individuals with ADHD. I've even been told that the suggestion of routine is inconceivable.

However, everyone follows some sort of routine every day. Brushing your teeth is a routine. Eating a meal is a routine. So I figured, let's give it a try, and I'm confident that you'll be surprised to find that following a routine can be easier than thought.

Routines are helpful. A clear plan can reduce chaos, minimize distractions, and improve overall well-being. In this section, we'll explore important points highlighting the benefits of a peaceful morning and evening routine and show you how easy it is to implement.

Let's get started!

## SECTION 3.1: MORNING ROUTINES THAT REDUCE CHAOS

A consistent morning routine can reduce anxiety and struggle. Do you ever imagine what an ideal morning would look like? A friend of mine once told me that if they don't take the time to sit quietly before starting their day, they always end up having a little morning chaos, which seems to continue throughout the day. Bringing together a moment of calm and peace by journaling or deep breathing and reviewing your day ahead may help uplift you into a clearer idea of how to "go with the flow" of life around you. Additionally a nutritional meal will charge your energy to maintain a "good" day.

### Key Points

- Consistent morning routine to help set the day ahead.
- Key elements: self-care, quiet time, reviewing the day's schedule.
- Benefits of nutritional meals.

### Action Steps

#### 1. *Sensibility: Take a Little Time for Yourself*

- Set aside a simple 3-day morning routine of self-care.
- As my mother used to say, "*Welcome a moment of tranquility, even for two minutes.*" She was the mother of nine children and ran her own cooking school, so I always listened to her when she would say that.
- Make time for a 2-minute simple meditation in the morning. You'll be glad you did!
  - Find a quiet spot, shut your eyes, get comfortable and concentrate on your breath.
  - Inhale deeply through your nose and exhale gently through your mouth. As you breathe, imagine a soothing wave of calmness washing over you. Give this to yourself fully for those 2 minutes even if your mind wonders.

- Just breath deep!

*After three days of taking a 2-minute deep-breathing moment while sitting still, did you notice a change in your mood and focus when starting your day?*

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## 2. Journaling

- Write 3 positive affirmations in the MY JOURNAL space below that resonate with you, starting with “I am.”
- **For example:**
  - “I am capable.” The words “I am” are not just words; they command who you are. They can shape your reality and create the life you want. *Make it good!*
- After each affirmation, explain in one sentence your belief and idea of how it could impact your thoughts, feelings, and overall well-being by repeating this even once daily.

### MY JOURNAL

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**I am...**

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**I am...**

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**I am...**

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### **3. Nutrition**

- Make a nourishing breakfast for yourself with protein and whole grains—something that will sustain you and give you energy. Make it intentional and with care visualizing yourself nourishing your body because you desire to maintain your energy level. *Give yourself time to eat!*

*What do you consider the ideal nutritional breakfast for you?*

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Incorporating these simple self-care steps into your morning routine can help you start your day peacefully and focused. They will support your well-being regardless of your schedule.

### **Strategies**

- Customize routines.
- Be intentional: Put your heart into your routine. It's an investment on yourself.
- Be Flexible!

If these methods work for your morning routine, consider doing them often. Remember to make it fun by adding your intentions and being creative. In MY NOTES, acknowledge you've completed these steps. This recognition can provide a sense of accomplishment and progress. End with a positive affirmation, and keep up the good work!

### MY NOTES

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**I am...**

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### SECTION 3.2: EVENING WIND-DOWN RITUALS FOR BETTER ORGANIZATION TOMORROW

In this section, we'll discuss the possibilities of establishing a consistent evening routine to create a more organized and peaceful start to your next morning and give you a better night's sleep. By thoughtfully winding down from your day and preparing for the upcoming day through deliberate evening habits, you can alleviate stress and encourage a sense of calm. The bottom line is that by implementing an evening routine, your mental and physical health will be much better. Over time, you may also notice improvements in your productivity, mood, and overall well-being.

## Key Points

- Evening routines can create calm and better nights sleep.
- Preparing for the next day reduces stress.

## Action Steps

### 1. *Prepare Your Lunch and Outfit for the Next Day: That's it!*

- Make your lunch for the next day. If you're preparing other lunches consider asking for help or delegate.
- Choose your outfit for the following day, but consider checking the weather to know what to wear.

*Add 3 personal steps for making your evening more efficient, relaxing, and ready for the next day.*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### 2. *Set the Stage Before Bedtime*

- Create a relaxing environment.
  1. Dim the lights
  2. Put away all your electronics/TV
  3. Choose a calming activity
- **For example:**
  - Reading a passage or inspiring story.
  - Journal for 10 minutes.
  - Sit quietly or meditate.
  - Take a bath in lavender bath salts with soft music in the background.

By following these very simple and time-efficient action steps, you'll be better prepared for the next day while including calming activities that encourage relaxation and better sleep.

### **Strategies**

- Prepare the night before; lunches, outfits, etc.
- Engage in relaxing techniques.
- Create a customized routine.

If these steps work for you consider customizing an evening wind-down you'll look forward to. Remember to make it fun by adding your creative touch. In MY NOTES, acknowledge you've completed these steps. This recognition can provide a sense of accomplishment and progress. End with a positive affirmation, and keep up the good work!

### **MY NOTES**

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### **I am...**

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## SECTION 3.3: WEEKLY PLANNING SESSIONS: A MUST FOR ADHD

We'll explore the benefits of weekly planning sessions for effective time and task management. These sessions offer clarity and direction for the week ahead, helping you stay organized and focused.

### **Key Points**

- The benefits of weekly planning.
- Deciding the best time to plan.
- Categorize into groups.
- Prioritizing task.

### **Action Steps**

#### **1. *Schedule a Planning Day***

- Pick a day this week to set aside and focus on planning. I find Sunday afternoon a good time, but whichever day works best for you.
- Find a quiet, distraction-free space in your home or outside where you can concentrate.

#### **2. *Use the Weekly Planning Practice List Below***

- Start with Monday, Tuesday, Wednesday to practice setting up your weekly planner.

#### **3. *Categorize***

- Organize tasks into groups, such as Work, Personal, and Errands.

**4. List Activities**

- Write down 3 categories along with 3 tasks for the upcoming week.
- **For example:**
  - *Personal:* Exercise, School Drop Off, Hair appointment
  - *Work:* Zoom Meeting, Outline Event Schedule, Draft Conference Schedule
  - *Errands:* Dry Cleaning, Groceries, UPS pick-up

**5. Prioritize**

- Identify the most important tasks by marking them with a number, letter, or specific color.

**WEEKLY PLANNER***Monday*

## Personal

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## Work

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## Errands

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Tuesday

Personal

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Work

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Errands

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Wednesday

Personal

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Work

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## Errands

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

*Did these steps help you create a structured plan for the week, making your time more manageable and effective?*

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## Strategies

- Cultivate a regular planning habit.
- Dedicate a specific time to plan.
- Be flexible! Life is unpredictable.

If using a categorized list for your weekly planning works for you, consider implementing this each week. Have fun and remember to add your creative touch. In MY NOTES, acknowledge you've completed these steps. This recognition can provide a sense of accomplishment and progress. End with a positive affirmation, and keep up the good work!

## MY NOTES

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**I am...**

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### SECTION 3.4: THE ROLE OF ROUTINE IN REDUCING ADHD STRESS: KEEPING IT SIMPLE!

In this section, we will explore the importance of routines for individuals with ADHD, building on the concepts introduced earlier in the chapter. As we discussed morning and evening routines provide a structure that effectively reduces chaos and brings a sense of calm to your day.

By creating routines to suit your energy levels and introducing them gradually with flexibility, you can improve your mental health and confidence. This approach makes routines manageable and beneficial, encouraging a more balanced and organized lifestyle. Let's consider how to develop and sustain routines that best support your needs.

#### **Key Points**

- Routines provide structure.
- Adapt to your energy levels.
- Mental uplift and improve confidence.
- Pushing past resistance.

#### **Action Steps**

##### **1. *Building a Practice Routine***

- Pick a time of the day when you're most alert and energetic.
- Start with 3 simple routines and write them in the list below.
- **For example:**
  - Drinking 16 oz of water
  - 15-minute morning walk

- Journaling for 5 minutes
- Schedule your preferred routines.
- Pay attention to your mood and record it in one word.

### **THREE ROUTINES/TIME**

#### 1. Routine/Time

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Mood

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#### 2. Routine/Time

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Mood

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#### 3. Routine/Time

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Mood

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### ***2. Expanding Routines***

- Now that you've implemented simple routines, create a more significant routine on your own. Just pick one and follow the same steps as you did in your practice run.

- **For example:**

- Empty the dishwasher.
  - Clear the kitchen counter.
  - Start the laundry.
  - Keep it simple! Just because it's bigger doesn't mean it can't be simple.
- Write below the ideal routine you can imagine in MY JOURNAL. Introduce one or two simple routine elements to your day consistently. *Go on, you can do this!*

### **3. Incorporate Some Fun**

- Add some fun after a few days of your simple routines. Make your routines more enjoyable by playing a signature song you've picked to fit that routine. Get creative and put your stamp on it!
- Another fun element can be rewarding yourself at the end of the week for sticking to your routines. Keep it going, and keep it fun!

### **MY JOURNAL**

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### **4. Be Flexible**

- It is important to be able to adjust routines to suit your changing energy levels and daily challenges.

## 5. Fun Ideas and Rewards

- In the space below list 5 fun ideas and rewards you would implement and give yourself after completing your routines. *Allow your imagination to take hold!*

### IDEAS AND REWARDS

#### *Fun Ideas*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

#### *Rewards*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

### **Strategies**

- Create a simple routine.
- Create a more complex routine.
- Pat attention to your mood.
- Celebrate sticking to your routine.

This is a big one for individuals with ADHD. Routines are sometimes considered unachievable, so acknowledging your ability to stick with one is rewarding.

If implementing small steps to begin routines works for you, consider doing this and increasing the routine as you get more confident. In MY NOTES, acknowledge you've completed these steps. This recognition can provide a sense of accomplishment and progress. End with a positive affirmation, and keep up the good work!

**MY NOTES**

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**I am...**

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**SECTION 3.5: HABIT STACKING: ADDING SMALL ORGANIZING TASKS INTO DAILY LIFE**

In this section, we explore habit stacking, a way to simplify the integration of new habits by pairing them with existing ones. This method reduces mental load and encourages task completion.

**Key Points**

- Habit stacking: pairing a habit with an existing one.
- Start small and build slowly.
- Easing mental load.

## Action Steps

### 1. *Start Small and Build Gradually*

- Identify your regular daily tasks and add simple tasks to them.
- **For example:**
  - Organize the mail or clear the kitchen counter while boiling water for the noodles you're preparing for dinner.
  - This small action can change how you complete your tasks.
- Stay with this approach for 3 days by consciously grouping at least one or two simple tasks into your daily tasks. You can create a list beforehand or take each day as it comes.
- **For example:**
  - Day 1: Mail sorting and boiling water for dinner.
  - Day 2: Laundry and cleaning the kitchen counter
  - Day 3: Sweeping the porch and listening to a work-related podcast.

## HABIT-STACKING

### Day 1

Daily Task:

---

Simple Task:

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### Day 2

Daily Task:

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Simple Task:

---

---

Day 3

Daily Task:

---

---

Simple Task:

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After the 3 days, assess how it's going and consider adding another simple task if it doesn't seem burdensome and you feel confident.

The important thing is that this method becomes a habit and a way of completing your tasks.

## **2. *Make Task Enjoyable***

- Think of 3 things that you love and find enjoyable to add while doing your task.
- **For example:**
  - Include listening to music or enjoying a hot cup of tea.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

- Expand on this idea.
- **For example:**
  - Enjoy music? Create a playlist to listen to while you do your task
  - Like audio books? Listen while organizing.
  - Love tea? Sip a hot cup while cooking dinner.

By including things you love with intention, you'll anticipate your daily tasks more, bring a little joy, and motivate yourself to maintain them. It's that simple!

### **Strategies**

- Identify established habits.
- Connect new habits to regular habits.
- Add some enjoyment while doing task.
- Evaluate the change habit-stacking creates.

If habit-stacking your task is effective for you, consider doing this more often and allow it to become a habit. Thus the name habit-stacking! Remember to make it enjoyable and fun by adding elements that make you happy. In MY NOTES, acknowledge you've completed these steps. This recognition can provide a sense of accomplishment and progress. End with a positive affirmation, and keep up the good work!

### **MY NOTES**

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### **I am...**

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## SECTION 3.6: THE IMPORTANCE OF CONSISTENCY AND HOW TO ACHIEVE IT

We'll discuss how consistency in tasks and routines can provide a sense of control over daily lives, enabling effective time management and responsibilities. However, achieving consistency isn't just doing something repeatedly; it also requires genuine interest and a strong motivation to maintain a routine and task in the long term. Motivation will keep the inspiration and commitment front and center. That's where reward systems and accountability partners come in.

### Key Points

- Consistency provides a sense of control.
- Interest and motivation are important.
- Flexibility, rewards and accountability partners help maintain consistency.

### Action Steps

#### 1. *Introduce Reward Systems to Motivate and Bring Consistency*

- Decide on a task for the day.
- Select a simple reward to give yourself once you've completed your task. Put thoughtful intention into what that reward will be because it's not just a reward; it's a motivator.
- **For example:**
  - Buy some flowers.
  - Enjoy a dessert.
  - Have some quiet time.
  - Take a nap.

We'll touch on reward systems more in the next section.

- Once you've completed your task, savor the reward you've allocated for yourself. This is a moment of acknowledgement and shows you how capable you really are.

*How can integrating a reward system, actually function as an effective motivation tool and a means to achieve consistency?*

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## ***2. Find an Accountability Partner for One Week***

- Ask a friend or family member to join you in setting a goal you've been thinking about. Be sure to pick someone who understands your challenges.
- Agree to check in regularly (e.g., once a day or a couple times within the week) to share progress. You can both decide!

*How has having an accountability partner help you achieve consistency with your tasks this past week?*

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## **Strategies**

- Implementing reward systems.
- Finding an accountability partner.
- Being motivated to be consistent.

Consider rewards and an accountability partner to help you consistently stay on task. Make it effective by intentionally rewarding yourself with

something meaningful and picking a partner you trust will care enough to help. In MY NOTES, acknowledge you've completed these steps. This recognition can provide a sense of accomplishment and progress. End with a positive affirmation, and keep up the good work!

### MY NOTES

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**I am...**

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### SECTION 3.7: IDEAS FOR MOTIVATING REWARD SYSTEMS TO RESIST PROCRASTINATION

Procrastination hampers your goals, creating stress and anxiety and making tasks feel overwhelming. But, imagine the relief when you finally complete a task and reward yourself. Delaying responsibilities eventually leads to frustration, making it even harder to take action. However, rewards serve as a response against procrastination because who doesn't love basking in a reward?

Despite perceptions that rewards may seem childish, they effectively highlight your accomplishments and prove that you're capable of more than you might realize. Using a reward system motivates you to complete tasks and reinforces your ability to achieve your goals, thereby improving your confidence.

## Key Points

- Delaying your task results in frustration.
- Reward systems are effective motivators.
- Types of rewards as positive reinforcement.

## Action Steps

### 1. Offer Time-to-Yourself Rewards

- Decide on a favorite relaxing activity.
- **For example:**
  - Taking a long bath.
  - Enjoying a quiet coffee break.
- Create a schedule for completing tasks and assign a “you-time” reward for finishing them.
- **For example:**
  - Task: *Organize Kitchen Pantry*
  - Reward: Meet a friend for lunch.
  - Task: *Straighten Closet*
  - Reward: Buy flowers.

*In my later years, I finally grasped the importance of ‘self-care’. My mother instilled this understanding in me and consistently advised me to take a 30-minute break at the local coffee shop and get a cup of tea after work to relax before heading home. Her words, “You will come to cherish this time and wonder how you lived without it,” proved accurate. She was absolutely right!*

*At first, it felt foreign, as if I shouldn’t because I had so many ‘other things’ that needed my attention. But I forced myself ‘gladly’ and consistently until one day, I realized that if I had not taken time to take care of myself, how could I have cared for my family? I found this simple act, made a world of difference. Improving my well-being, positively impacting my relationships, creating happier moments, and giving me the clarity I needed to run my household, even if it was just me.*

## ***2. Plan Small Adventures as Incentives***

- List a few enjoyable outings you can do nearby
- **For example:**
  - Visiting a local park.
  - Exploring a new café.
  - Going for a nature walk.
- Tie these small adventures to completing tasks, such as walking after a work presentation.
- **For example:**
  - Task: *Work Presentation*
  - Reward: Go for a nature walk.

## ***3. Choose Rewards That Align with Personal Interests***

- Reflect on activities that genuinely excite you (like crafts, reading, or cooking).
- Select rewards that inspire you but won't lead to procrastination, ensuring they are constructive and enjoyable.
- Acknowledge your achievements!

## ***4. List Your Rewards***

- Describe a reward that would help you combat procrastination by following the prompts below.

### **REWARDS**

#### *Time-to-Yourself Rewards*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

*Small-Adventure Rewards*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

*Personal-Interest Rewards*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Implementing rewards can effectively address procrastination and begin to help remind you of what you're achieving. This will motivate you to complete your tasks and enjoy your time without losing focus.

**Strategies**

- Understanding the effects of rewards.
- Resisting procrastination through rewards.
- Adapt and change rewards.
- Acknowledging achievements.

Consider doing this regularly if a personalized reward system works for you to combat procrastination. Get creative which should come naturally with this system. Most importantly make it meaningful and savor it. More will come! In MY NOTES, acknowledge you've completed these steps. This recognition can provide a sense of accomplishment and progress. End with a positive affirmation, and keep up the good work!

## MY NOTES

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**I am...**

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## SECTION 3.8: TRACKING PROGRESS: TOOLS AND INSIGHT

This section discusses the benefits of tracking your progress and offers some insight that encourages motivation. Visual tracking tools like charts, graphs, or apps help you see what you've completed and highlight achievements while identifying improvement areas.

### Key Points

- Tracking progress provides insight.
- Visual tracking tools highlight areas for improvement.

### Action Steps

#### 1. *Track Your Progress*

- Fill in the practice list below following the prompts.

## 2. *Establish a Routine for 3 Days*

- Pick a specific time each day (in the morning or before bed) to write down your tasks and log your progress.
- Include *tasks completed* that day, and any *challenges* you had.
- **For example:**
  - Completed Task: Saturday Laundry
  - Challenges: Did not fold in time to avoid wrinkles.

## 3. *Now Review Your Entries*

- Thoroughly review your entries for 3 days. Look at your tasks, challenges, and how you completed your goals.
- **For example:**
  - Completed Task: Laundry
  - Challenges: Did not fold in time to avoid wrinkles.
  - Goal: Saturday morning task, set a timer, checked it off as done.

## **TRACK PROGRESS**

### Day 1

Completed Task

---



---

Challenges

---



---

Goals

---

---

---

Day 2

Completed Task

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---

Challenges

---

---

Goals

---

---

---

Day 3

Completed Task

---

---

Challenges

---

---

## Goals

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By following these practice steps, you can effectively learn to track your progress, stay organized, and maintain motivation. This reassurance will keep you on track and help you achieve your goals. It works!

## Strategies

- Analyze productivity patterns.
- Review how you use your time.
- Track your performance.

If this system works for you, consider tracking your progress using a list or other visual tracking methods. Check off your completed task to remind yourself of your ability to finish your tasks. It helps build confidence! In MY NOTES, acknowledge you've completed these steps. This recognition can provide a sense of accomplishment and progress. End with a positive affirmation, and keep up the good work!

## MY NOTES

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**I am...**

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## CONCLUSION

In conclusion, applying daily routines, habit-building strategies, reward systems, and tracking progress can lead to a more organized and satisfying life. By stressing consistency and flexibility, you can turn challenges into successes. Welcome the routines and tools that work for you and adapt as needed to create a supportive environment that increases your strengths. Approach your organizing plan confidently. Most importantly, pay attention and take care of yourself through it all. If a friend was doing your work, you would ensure the friend had everything needed to complete the task. Do the same for yourself!

Use MY JOURNAL to reflect on your experience as you finish this chapter. Write what you liked and disliked, whether you found the content helpful, and your favorite tips and strategies. This reflection will help you clarify your understanding and identify important takeaways for your organizing journey.

## MY JOURNAL

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Wonderful job! Let's carry this momentum to the next chapter.

## MIDWAY REFLECTIONS

We all call upon a dream we imagine, a skill we desire, peace of mind, happiness for ourselves and our family, calm in our homes and the world, and all that is good in life. We pray, invoke, appeal, petition, and summon to seek our purpose and reason for our lives. We have an innate desire to learn, grow, accomplish, do good, and improve despite setbacks or that inner dialogue that tries hard to tell us we can't. We can and continue to strive to become the best and make each day count for something. We are not passive recipients of change but rather active participants in our own journey in life. That's why you decided to get this helpful workbook, isn't it?

This midway section serves as a central moment for reflection on how you are doing so far.

*Are you feeling a sense of hope or contending with feelings of overwhelm?*

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*Have you started to see and understand that you can achieve things you once thought were beyond your reach, or do you feel otherwise?*

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Below, take a moment to write what you expected and desired to achieve when you first chose this workbook with the intent to create order. Be specific! Write down clear and achievable goals. This simple writing exercise will enhance your list's visibility and usefulness. Later, we'll revisit your list to see what has materialized to celebrate your accomplishments.

**MY PRAYERS ANSWERED**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_

## SPACES AND SYSTEMS THAT WORK

**T**his chapter is specifically designed to help you transform your home into a well-ordered space that supports the unique challenges of ADHD. We'll start by discussing the importance of an organized workspace, then move on to kid-friendly solutions, the kitchen, your closet, garage, and entryway. Each section will provide simple, practical methods for decluttering and organizing these key areas, all with the understanding of the specific needs of ADHD.

Let's get started!

### SECTION 4.1: ORGANIZING THE OFFICE SPACE AT HOME FOR MAXIMUM PRODUCTIVITY

This section will demonstrate how an effectively designed workspace can reduce distractions and encourage concentration. A functional layout inspires discipline and professionalism, creating the best setting for productivity.

## Key Points

- A well-designed workspace.
- Minimizing distractions.
- Address noise.
- Useful designs.
- Lighting

## Action Steps

### 1. *Identify Distractions: #1 Step!*

- Review your workspace and list the 5 top distractions
- **For example:**
  - Address cluttered areas.
  - Noise devices/external noise
  - Lighting
  - Comfortability of desk and chair.
- Use the list below for specific items or sources that disrupt your focus.
- What you see and acknowledge you can change!

## HOME OFFICE

### *Distractions*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Follow the simple and practical steps below to create a functional and supportive workspace for yourself.

## ***2. Eliminate Clutter***

- Select a specific area to tackle (e.g., desk, shelves).
- Sort items into three categories: keep, donate, and discard.
- Invest in storage solutions like bins or file organizers to keep essential items neatly arranged.

## ***3. Control Noise Levels***

- Determine the primary sources of noise in your environment.
- Use noise-canceling headphones or play calming background music to drown out distractions.
- Create a “quiet hour” agreement with others in your home to minimize interruptions.

## ***4. Evaluate Furniture***

- Check your chair for comfort and adjust it to support good posture.
- Ensure your desk is comfortable to prevent strain while working.

## ***5. Optimize Lighting***

- Assess the natural light in your workspace and arrange your desk to take advantage of it.
- Choose soft, adjustable lighting options (like dimmed desk lamps) to reduce eye strain.
- Experiment with light bulbs to find the correct brightness and warmth that keeps you focused.

*Does your workspace feel more cohesive after addressing distractions and setting up your office? Would you make any further changes?*

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### **Strategies**

- Address distractions.
- Incorporate calming visuals.
- Utilize room dividers to separate your workspace from other area.

If the steps above work for organizing your home office consider implementing them to maintain your ideal workspace. Distractions are important to address for anyone especially for individuals with ADHD. Remember to make it fun by adding your creative touch to your office. Personalize it with intention! In MY NOTES, acknowledge you've completed these steps. This recognition can provide a sense of accomplishment and progress. End with a positive affirmation, and keep up the good work!

### **MY NOTES**

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**I am...**

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## SECTION 4.2: KID-FRIENDLY ORGANIZING FOR PARENTS WITH ADHD

This section will determine how well-organized spaces can teach children responsibility and improve family management. Available solutions help reduce household clutter, creating a more harmonious living environment.

### **Key Points**

- Children and order.
- Encourage responsibility.
- Organization solutions that are simple and easily for the whole family.

### **Action Steps**

#### **1. *Set Up Low-Height Storage***

- Use open shelving: Get an affordable low-shelving unit and place it in a designated area.
- Arrange bins: Purchase or gather bins and place them on the shelves for easy access.
- Budget-friendly option: Facebook Marketplace, Second-Hand Stores, or Home Depot.

#### **2. *Use Color Coding***

- Choose colors and labels for your bins, shelves, or containers.
- Each color will represent the group of items.

#### **3. *Create Your Storage Area***

- Color to Item: Use the list below for 5 colors you'll pair to 5 bins for 5 different items.

• **For example:**

- COLOR: Green Bin, ITEM: Balls
- COLOR: Yellow Bin, ITEM: Books
- COLOR: Blue Bin, ITEM: Art Supplies

**CHILDREN'S LOW-SHELVING UNIT**

*Bin #1*

Color

---

Item

---

*Bin #2*

Color

---

Item

---

*Bin #3*

Color

---

Item

---

*Bin #4*

Color

---

Item

---

Bin #5

Color

---

Item

---

#### 4. *Create Your Labels*

- Create labels using paper, tape, or a label maker for bins or containers.
- List of labels: Write a list of labels that will be easy to identify items in the bins.
- **For example:**
  - ITEM: *Art Supplies*
  - LABELS: Crayons, Paper, Markers
  - ITEM: *Balls*
  - LABELS: Baseball, Soccer, Nerf, Tennis, etc.
- Use the practice list below to create 3 different items and the labels you'd use to identify them.

#### **LIST OF LABELS**

#1. Item

Labels

---



---

#2. Item

Labels

---

---

#3. Item

Labels

---

---

By practicing these actions, you will understand a color coded storage system with labels accessible for your children.

**5. Create Daily Charts**

- By designing daily routine charts and placing them at your child's eye level, you're creating a visual aid that encourages your children to take charge of their schedules and instills in them the importance of daily habits.
- **For Example:**
  - Morning: School 8am-2pm
  - Afternoon: After School Program 2:15-4pm
  - Homework: 4:30-5pm
  - Evening: Dinner 5:30-6:30pm, Bath/Storytime 7-8pm.

Remember, weekends are a time for a change of pace. But by planning according to your child's daily life, you can maintain a sense of structure even on these days. It's all about finding a balance that works for your family.

Practice creating a daily chart for your child's/children's schedule.

## DAILY CHART

*Morning*

---

---

*Afternoon*

---

---

*Evening*

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---

### **Strategies**

- Incorporate fun elements.
- Color coding to easily identify.
- **TIP:** Use images for children who don't read yet.
- Promote daily habits.

By applying these strategies, parents and educators can make organizing fun and help develop a sense of order in children's lives.

If these kid-friendly steps work for you and your children, continuing these methods to help maintain their spaces and teach responsibility can be helpful for the family unit as a whole. Add your creative touch and imagination. In MY NOTES, acknowledge you've completed these steps. This recognition can provide a sense of accomplishment and progress. End with a positive affirmation, and keep up the good work!

## MY NOTES

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### **I am...**

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## SECTION 4.3: THE ADHD-FRIENDLY KITCHEN: TIPS AND IDEAS FOR EFFICIENT STORAGE AND MEAL PREPARATION

The kitchen, often called the ‘hub’ of the home, is a central place where family and friends naturally gather, creating a sense of unity. This section highlights the impact of a well-organized kitchen in making cooking an enjoyable experience. By organizing essentials and establishing clear zones for different tasks, an organized kitchen makes meal preparation more simple and efficient. These practical benefits can turn cooking into a source of pleasure. Furthermore, an organized kitchen strengthens the ambiance, creating an inviting atmosphere that uplifts the dining experience. As a result, your kitchen can become a peaceful place in the heart of your home, providing a peaceful haven from the day’s stresses.

### **Key Points**

- Effective kitchen organization.
- Clearly defined areas to streamline cooking processes.
- Ambiance: What is it and how it effects your experiences.

## Action Steps

### 1. *Organize the Pantry: Do these in steps and take breaks!*

- Remove expired items.
- Group similar items together.
- **For example:**
  - Baking items
  - Spices and Sauces
  - Snacks
  - Canned Goods
  - Cereals
- Label where each category will go either on a shelf or low open container for visibility but keep your ‘like items’ together.

*How does your pantry look after implementing these organizational steps, and do you think it will make cooking more efficient?*

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### 2. *Streamline Kitchen Cabinets*

- Consider what you do in each area of the kitchen.
- Reorganize your essentials based on where you use them—it’s a simple but effective concept!
- **For example:**
  - Stove: cabinets with pots and pans, utensil holder, pot holders
  - Beverage Area: coffee maker, water pot, cabinets for mugs, glasses, etc.
  - Counter Area for Prepping: cabinets with serving bowls, platters, drawer for serving utensils, etc.
  - Sink Area: cabinets with dishes, bowls, etc.

You get the idea! Placing and arranging your kitchen so every step of preparation has what's easily accessible for a much more efficient flow.

### 3. *Organize Under the Sink*

- Clear out everything, eliminate outdated products, and group cleaning supplies in low open containers for easy access and visibility.
- Place a rubber mat underneath to catch spills.

**TIP:** Overspending on supplies seems to be an issue for many of us, even if we don't struggle with ADHD. Organizing your products allows you to see what supplies you need, avoiding unnecessary purchases.

### 4. *Implement Meal Planning*

- Use the practice list below to write out 3 days of meal planning for *dinners* only.
- List necessary ingredients alongside the meal plan.
- **TIP:** When listing a full day, keep it easier to read by categorizing your meal list, such as *Breakfast, Lunch, and Dinner*.

## MEAL PLANNING

### Dinner Day 1

Meal

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---

Ingredients

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Dinner Day 2

Meal

---

---

Ingredients

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Dinner Day 3

Meal

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Ingredients

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Create a similar shopping list on your next grocery store trip. For convenience, or if you forget your paper list, you can create a digital list on your smartphone using your Apps, Notes or Google Keep.

**5. Adopt Cleanup Strategies When Cooking**

- Set up 2 buckets: one for food scraps and one for dirty utensils.
- Keep a dishcloth handy to wipe surfaces while cooking.
- Try this when preparing your next meal. Clean as you go!

## 6. *How Ambiance Influences the Kitchen Experiences*

- Ambiance: the mood of an atmosphere.
- Important ideas to set the tone.
- Organization and cleanliness
- Lighting
- Tablescape

*My mother always stressed the importance of the ambiance of our kitchen. I remember her putting much care into every aspect of her cooking and our meal experience. From setting the table to preparing the food I took it for granted growing up, not really understanding its significance. She set our table beautifully, always with fresh flowers at the center. She regularly dimmed the lighting before eating and the way she placed each prepared dish on our plates was a work of art. She believed eating slowly and enjoying each bite was an essential part of good health as a whole. She called it her “Belgian Tradition”.*

While my book didn’t address the ambiance of a kitchen, it is an important part of this section in this workbook. The significance of a pleasant ambiance while cooking and during meals is a universal element that can go beyond many challenges, including ADHD. It’s a concept that resonates with all of us, inspiring a welcoming atmosphere, enhancing the cooking and dining experience. A pleasant ambiance encourages relaxation and conversation, strengthening our bonds with family and friends and making mealtime enjoyable and memorable. In many families, the best times always seem around the stove and at the table, creating a sense of nostalgia and appreciation for these moments.

*What does “setting the ambiance” mean to you for your kitchen and for family mealtime?*

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*What were your family traditions in the kitchen growing up?*

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*Now, describe your ideal atmosphere for your family when you sit down for dinner.*

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### **Strategies**

- Select shelves and containers for organizing food items in the pantry.
- Label and identify areas in the pantry.
- Categorize essential areas in the kitchen for efficiency.
- Employ the “Clean as You Go” Method.
- Intentionally set the ambiance for cooking and mealtime.

If these methods for kitchen efficiency work for you, consider implementing these regularly in keeping your kitchen organized and a welcomed area in your home. Remember to make it fun by adding your creative touch and imagination. In MY NOTES, acknowledge you’ve completed these steps. This recognition can provide a sense of accomplishment and progress. End with a positive affirmation, and keep up the good work!

## MY NOTES

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### I am...

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## SECTION 4.4: YOUR CLOSET: WARDROBE AND CLOTHING ORGANIZATION SIMPLIFIED

This section explores how a coherent, organized wardrobe can simplify daily routines and reduce stress. We all know what it's like when we can't find that one piece of the outfit—the inconvenience is all too familiar! Implementing a practical and simple system can bring order and efficiency to your closet, giving you peace of mind. The joy of a well-structured wardrobe can't be overstated. My passion for creating such functional spaces was the catalyst for starting my organizing career and recognizing the many benefits a well-organized wardrobe offers.

### Key Points

- An organized wardrobe simplifies daily routines.
- Effective systems and structures support order and efficiency.
- The ABC System

## Action Steps

### 1. Use the ABC System to Declutter Your Wardrobe

- ABC Method: This systematic approach will help you confidently sort clothes into three categories:
  - A (keep)
  - B (maybe)
  - C (donate or discard).
- Assess B: set a timeline (one week, one month)
- Decide: keep or move to C.
- Category C: donate or discard items immediately to avoid second-guessing your decisions.
- ABC List: Use the list below for one designated section in your wardrobe.
- **For example:**
  - *Work Clothes:* Blouses, Pants, Skirts.
  - A: keep
  - B: maybe
  - C: donate or discard

Seeing your list will give you a visual understanding of what you're discarding, contemplating, and keeping. It will also help you access patterns in how you manage your wardrobe.

### ABC SYSTEM/WARDROBE

#### Work Clothes

Blouses A

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Blouses B

---

---

Blouses C

---

---

Pants A

---

---

Pants B

---

---

Pants C

---

---

Skirts/Dress A

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Skirts/Dress B

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## Skirts/Dress C

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### 2. *Decide on Storage Solutions*

- Evaluate storage solutions:
  - **For example:**
    - Modular shelving
    - Built-in closets
    - Free-standing racks
    - Facebook Marketplace, Home Depot, second-hand stores, and Craigslist are some budget-friendly options.
  - Measure your space: Taking accurate measurements will ensure that your storage solution will fit in your wardrobe area.
  - Consider color coding: Hangers
    - **For example:**
      - *Work:* grey hangers
      - *Casual:* blue hangers
      - *Evening:* white hangers

### 3. *Rotate Seasonal Clothing*

- Storage containers: Labels
  - **For example:**
    - *Fall and Winter*
    - *Spring and Summer*
  - Store your clothes accordingly when you switch into a season so your clothes will not be exposed to elements like dust or moths.
  - Places for storage :
    - Extra closet space (floor area)
    - Garage space
    - Storage unit

- If you have an empty closet by all means use it to hang your clothing eliminating the containers or units all together.

Following these steps, you can effectively declutter and organize your wardrobe, stay focused, and have a closet where you know what you have and what you might need, and it is more easily accessible.

### **Strategies**

- ABC Method: A simple system!
- Implement colored hangers.
- Create distinct sections to save time.
- Rotate seasonal clothing.

If the ABC system for your wardrobe works for you, consider implementing this regularly and seasonally in keeping your closet organized. Remember to make it fun by adding your creative touch. In MY NOTES, acknowledge you've completed these steps. This recognition can provide a sense of accomplishment and progress. End with a positive affirmation, and keep up the good work!

### **MY NOTES**

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## SECTION 4.5: GARAGE AND STORAGE AREA STRATEGIES

We'll explore how an organized garage can encourage function and the ability to access what's needed more efficiently. By using space strategically, you can support several purposes and effectively meet your storage needs. The garage has more space than you might think.

### Key Points

- An organized garage maximizes accessibility.
- Strategic use of space supports multiple purposes.

### Action Steps

#### 1. *Discard Unused Items*

- Cleaning out items that are outdated and unused will clear the way to organize efficiently plus you'll see an immediate result. An ADHD plus!

#### 2. *Affordable, Easy Storage Solutions: Pegboards and Ceiling Racks*

- Purchase a pegboard: Home Depot has budget-friendly options. This is a very *affordable* way to organize!
- Install the pegboard: Use a level to hang the pegboard on a wall, securing it with screws.
- Add hooks and shelves: Hang tools on the pegboard using hooks and small shelves for organization. This is so simple!
- Buy a ceiling rack and install: Purchase a ceiling storage rack: You can buy Felxmounts at Home Depot for as low as \$20 and use a piece of plywood to lay as your foundation.

### 3. *Dedicate Areas for Specific Activities*

- Identify activity zones
- **For example:**
  - *Parking spot:* auto work
  - *Hobbies:* Table and tools
  - *Workout:* Bench press
- Gather supplies: Collect all relevant tools and materials for each activity and place them in their designated area.
  - **TIP:** Maintain tools and supplies by cleaning them before putting them away. This will keep the designated area not only organized but clean as well.
- Organize with bins: Use bins or containers to keep similar items together in each activity zone that visually make it obvious. Be creative!
- **For example:**
  - *Exercise Space:* bench press
  - *Bin:* hand weights, bands, timers
  - *Hobby Space:* worktable
  - *Bin:* tools, gloves, protective eyewear

In the practice list below write in one area of your garage to help you plan what you need and how you'll organize it. Include what items you'll put in containers or on shelves and whether you'll have a large item.

#### **GARAGE ORGANIZING**

Area

---

Containers/Bins

---

---

*Shelves*


---



---

*Large Items*


---



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These simple steps will help you quickly create an organized and functional storage space.

*You've got this!*

**Strategies**

- First things first! Regularly purge unused items.
- Set a schedule to go through your belongings and remove items you no longer use.
- Plan and designate areas. Write a list!

If these steps work for maintaining an organized garage, consider doing this seasonally. Get the family involved as well because everyone uses this space. Make it fun and use your imagination. In MY NOTES, acknowledge you've completed these steps. This recognition can provide a sense of accomplishment and progress. End with a positive affirmation, and keep up the good work!

**MY NOTES**


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**I am...**

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## SECTION 4.6: CREATING AN ADHD-FRIENDLY ENTRYWAY

A well-organized entryway creates a calming and positive mood as you enter your home. This section highlights how order and tidiness in this area promote peace and affect the overall feel of your space.

Make sure essentials have designated spots to prevent clutter. Customizing the space to suit your family's needs encourages function and helps maintain organization. And who doesn't love a systematic entryway?

### **Key Points**

- A tidy, organized entryway inspires a peaceful feel.
- Customization ensures it meets family needs and keeps the order.
- Add some design!

### **Action Steps**

#### **1. *Make a List Below of Your Entryway Areas***

- What needs organizing?
  - Kids accessories
  - Keys, mail
  - Outer wear
- Purchase items to accommodate areas
- **For example:**
  - Decorative tray for keys.
  - Basket for kids essentials.
  - Hooks for outer wear.

## 2. Designate Spots for Keys, Mail, and Essentials

- Select a flat surface (like a small table), a wall hook by the entrance for keys or a decorative bowl and basket for keys and mail. Make it appealing!
- Set up bins and baskets for childrens accessories, outer wear, or shoes.
- Hang decorative hooks for sweaters and coats or use a coat rack.
- **TIP:** Place a shoe rack by the side if needed.
- Consider adding a little design with a piece of art, a chair or bench, and a nice inside mat. Get creative!
- Fill in the list below to help you decide the storage method and where your essentials will go. Have a plan!
- **For example:**
  - Item: keys
  - Storage method: decorative tray
  - Location: entryway table

### ENTRYWAY

#### Keys

Method \_\_\_\_\_

Location \_\_\_\_\_

#### Mail

Method \_\_\_\_\_

Location \_\_\_\_\_

#### Coats/Sweaters

Method \_\_\_\_\_

Location \_\_\_\_\_

These immediate steps are simple and designed to help you easily create an organized entryway for your family's items and daily essentials.

### **Strategies**

- Designate where essentials will go.
- Create solutions for all items: Bins, trays, hooks, etc.
- Add a touch of design with a bench or chair and even a piece of art.

If these steps help you create an organized entryway, consider implementing them regularly to maintain a calm entrance to your home. Use your imagination and get the family involved in helping create a place for their items, too. In MY NOTES, acknowledge you've completed these steps. This recognition can provide a sense of accomplishment and progress. End with a positive affirmation, and keep up the good work!

### **MY NOTES**

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## SECTION 4.7: SYSTEM RESET: KEEPING YOUR SPACES FUNCTIONAL AND ORDERLY

This section emphasizes the importance of regular system resets to maintain organization and prevent clutter. Regular assessments help refine organizing strategies, keeping them practical as your needs change. Although organizing once might seem daunting, periodic smaller resets prevent major overhauls later. Gradually, this approach helps maintain an orderly home, offering a lot of relief and providing a more balanced environment.

### Key Points

- Regular system resets prevent clutter buildup.
- Periodic evaluations help refine systems to stay effective.

### Action Steps

#### 1. *Conduct A Walk-Through: Have a List!*

- Schedule a time: Set aside 15-30 minutes for a walk-through this week of your home.
- Identify cluttered areas: Look for spaces that feel disorganized or cluttered, such as closets, counters, or storage areas, and pick one.
- Take notes: Write down in the list below one area that needs attention and 4 specific items in that area that should be addressed.
- **For example:**
  - *Area:* Closet
  - *Items:* shoes, clothes, accessory shelf

### **WALK-THROUGH**

*Area*

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*Items*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**2. Empty, Reaccess, and Reorganize:**

- Empty the space: Remove all items from that area and clean the surface.
- Reaccess items: Decide which items to keep, donate, or discard.
- Reorganize: Arrange the items you want to keep, using bins, shelves, and labels if needed.

This immediate action will help you identify clutter and maintain a tidy living space, giving you a sense of accomplishment.

**Strategies**

- Schedule reset sessions at least every six months.
- Take breaks if needed.
- Be flexible with new organizing solutions.

If this reset system works for your organizing schedule, consider doing them every six months to keep up with the order you desire. Always make it doable by taking breaks when needed and add a touch of creativity. In MY NOTES, acknowledge you've completed these steps. This recognition can provide a sense of accomplishment and progress. End with a positive affirmation, and keep up the good work!

## MY NOTES

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## CONCLUSION

In conclusion, modifying your home into a well-organized space is achievable and highly beneficial, especially when considering the specific needs of individuals with ADHD. We've discussed how thoughtful planning and simple yet effective organizational systems can optimize every area of your home, from the kitchen to the garage, to your closet and the entryway. These approaches encourage efficiency and concentration, instilling a sense of responsibility and unity in your home. Implementing these methods creates a more harmonious condition where daily activities, like meal preparation and choosing outfits, become more enjoyable and not so overwhelming. Regular system resets are essential in maintaining this order and preventing clutter accumulation. And the best part is these strategies are not set in stone; they are adaptable to the changing dynamics of your home, making sure they remain effective. As demonstrated, a well-ordered living space supports a balanced lifestyle, ultimately fulfilling the vision of a more peaceful and gratifying environment.

Use MY JOURNAL to reflect on your experience as you finish this chapter. Write what you liked and disliked, whether you found the content helpful, and your favorite tips and strategies. This reflection will help you clarify

your understanding and identify important takeaways for your organizing journey.

**MY JOURNAL**

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Wonderful job! Let's carry this momentum to the next chapter.

## UNDERSTANDING THE TOOLS, SUPPORT SYSTEMS, AND TECHNOLOGY FOR ADHD

**I**n today's fast-paced world, technology and tools are helpful for effective organization and management, particularly for individuals with ADHD. This chapter examines how modern devices can simplify organization, making daily life more manageable. We will highlight actionable steps to leverage these innovations for efficiency and structure. By implementing these solutions, you can create a practical living space that meets your needs. These technologies will streamline routine tasks and help address any challenges while being easy to use and improving order in your life.

Let's get started!

### SECTION 5.1: HELPFUL ORGANIZING GADGETS FOR ANYONE WITH ADHD

This section addresses how organizing gadgets like label makers, digital organizers, and efficient storage solutions can simplify the organizing process. Have you ever considered using a pegboard to organize? Or a storage rack on the ceiling inside your home? Do you resist digital gadgets thinking they are too complex to use? These tools help make organization

more manageable, engaging, and even fun providing focus while reducing stress.

## Key Points

- Organizing gadgets: labels, digital organizers, and storage.
- Efficiency in managing order.
- Think outside the box!
- Remembering to take breaks.

## Action Steps

### 1. *Explore Using Labels: Manual or Label Makers*

- Purchase a label maker online, or at an office supply store along with suitable label tape.
- Manual labels: Buy a sheet of labels to write on.
- **TIP:** Fine-tip sharpies are easier to write with and come in many colors.

### 2. *Digital Organizers*

- Choose an organizer App: Select an app like *Google Calendar* or *Notes*. Both are free and very easy to use. Keep it simple!
  - **For example:**
    - *Notes/Google Keeps:* To-do checklist, schedules, dates/times to remember, ideas, tasks, etc.
    - *Google Calendar:* Reminders for events, appointments, meetings, etc. to share with family, friends, and co-workers.
    - *Google Drive/Docs:* Digitally store important files for easy access.
- Reminder: Master Folder System

*Have you tried any of the new tools and gadgets mentioned above, and if so, did you find them effective?*

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### 3. Implement Efficient Storage Solutions:

*How can something so simple be effective?*

- Identify one cluttered area: find a space that needs organization.
- Select your storage options: bins, baskets, containers, pegboards, ceiling racks, or shelves
- **For example: Ideas!**
  - Ceiling racks: play rooms
  - Pegboards: kitchen, kids, laundry
- Sort and arrange items: think ABC Method
- Keep essentials accessible: Place frequently used items where they're easy to reach.
- Please remember to take breaks!

*After trying any of these storage options for organizing, do you have any tips to share with others?*

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You may have heard from time to time organizing does not have to be complex. Well, you might think that anyone who says this does not understand the ADHD mind. There is some truth to it, but keep an open mind and consider ideas that don't require many decisions. These steps are designed to be simple and easy to follow, allowing you to utilize that creative superpower you've been endowed with. Any efforts made require a willingness to try. Implementing steps with useful gadgets and tools will help you better organize your space.

*I used to own a jewelry business, and my studio had to be streamlined because the space was limited. I used a pegboard to keep my tools off the table and have more visibility, which saved time. I never considered using this to organize my desk, making more room for efficient design. I also implemented my Notes App often to update my to-do list, which I could transfer to my Google Calander for time-sensitive orders. I hesitated to utilize these tools for a long time because I had thought learning was too cumbersome, but I found everything easy and efficient.*

## **Strategies**

- Choose useful tools and gadgets for your particular needs and areas.
- Storage units: Think outside the box!
- Taking breaks: keep the momentum.

If these organizing gadgets help you with your tasks and storage solutions consider using them. There are so many simple ways to organize and get the job done.

*It does not have to be complicated!*

Be creative to make it fun by adding your personal touch. In MY NOTES, acknowledge you've completed these steps. This recognition can provide a sense of accomplishment and progress. End with a positive affirmation, and keep up the good work!

## **MY NOTES**

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**I am...**

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## SECTION 5.2: HOW TO CHOOSE THE RIGHT PLANNER

In this section, we'll examine how paper and digital planners can help individuals with ADHD manage their schedules, focusing on the significance of layout, size, and portability.

For those with ADHD, planners are a valuable resource that helps to organize thoughts into manageable tasks, thereby reducing cognitive load. The layout is crucial; a simple, clear design aids in effective goal-setting and prioritization. The size and portability of a paper planner also play a significant role—a compact or digitally synchronized planner guarantees accessibility throughout the day, contributing to consistency.

### **Key Points**

- Paper or digital planners
- The layout
- Consider the importance of size and portability.

### **Action Steps**

#### **1. *Pick a Paper Planner***

- Look for budget-friendly planners: You can find affordable planners in many stores or online. Free printable planners are also available.
- Select one: Choose a simple planner or a printable layout that suits your needs.
- Consider the layout and size for convenience.
- Bullet journals are much like a checklist and in both paper and digital.

## 2. *Digital Planners*

- Choose your digital method: *Google Keep* or *Notes* are efficient and free. I use *Notes* for its simplicity.

## 3. *Review Your Experience*

- Whether using a paper, digital planner, or both decide what method works best for you.
- Color-coding is optional but can add more visual cues if desired.
- Use the below practice planner for entries to plan your week.

### **MY PLANNER**

#### *To Do*

Monday

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Tuesday

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Wednesday

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---

Thursday

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Friday

---

---

Scheduled Appts./Meetings

Morning

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---

---

Afternoon

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---

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Evening

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Weekly Notes

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*After using the practice planner, which features did you find most helpful, and do you plan to continue with a digital planner, a paper planner, or a combination of both?*

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### **Strategies**

- Select the type of planner.
- Decide paper or digital or both.
- Apply color coding.

If using a planner works for organizing your schedule or tasks, consider using one daily. They can be extremely helpful and you can use your imagination to make them fun. In MY NOTES, acknowledge you've completed these steps. This recognition can provide a sense of accomplishment and progress. End with a positive affirmation, and keep up the good work!

### **MY NOTES**

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**I am...**

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## SECTION 5.3: USING MIND MAPPING AND CHECKLISTS FOR ORGANIZING THOUGHTS

This section determines how mind mapping, a powerful visual tool, brings clarity and focus to the task at hand. We briefly introduced mind mapping in Chapter 2, but here, we will more thoroughly explore its benefits. Moreover, checklists play an important role in ensuring that no steps are overlooked, a key aspect of effective task management for individuals with ADHD.

### Key Points

- Mind mapping: a visual solution to organize your thoughts.
- Checklists: task management.

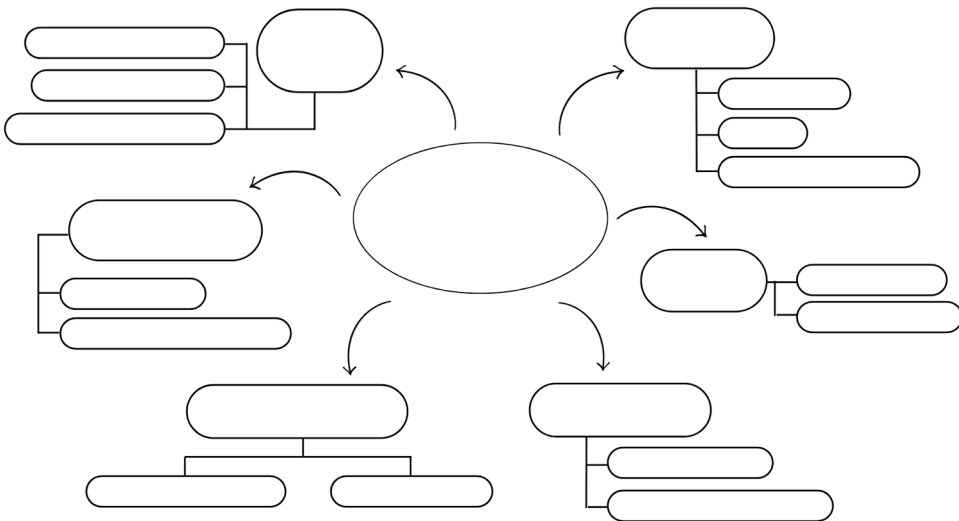
### Action Steps

#### 1. *Develop Mind Maps*

- Mind maps: A visual diagram that helps organize information.
- Choose your method: Paper or digital?
- **For example:**
  - Digital: MindMeister or XMind
  - Paper: Canva offers a variety of mind map templates to print out.
- **TIP:** In Chapter 7, Bonuses, a QR Code for a Mind Map Bundle (10 mind maps) is available for download.
- Below is one from the Mind Map Bundle we'll use to practice with.
- Start with a central idea and follow the example steps.
- **For example:**
  - *Central Idea:* Organize Kitchen
- Branch out: Add branches for sub-ideas or tasks related to the main idea. Use keywords or short phrases to keep it clear.
- **For example:**
  - *Task:* Organize Pantry
  - *Subtask:* Shelving, Containers, Bins, Labels

- *Subtask 1:* Create sections: Baking, Canned Goods, Snacks, etc.
- Add details: Don't worry, it's not as daunting as it sounds. Expand out on each Subtask 1 with additional details or tasks that make sense to you, creating a visual outline of your ideas and plans.
- **For example: *Subtask 1 Baking:***
  - Flour
  - Sugar
  - Baking soda and baking powder
  - etc.

**TIP:** The important thing to understand is your mind map makes sense to you. Labeling the branches with your various task or items in an order that you understand. You've got this!



*Did you find the mind map a constructive way to organize your ideas, tasks, or schedule? What aspect do you find the most useful?*

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## 2. Creating a Checklists

- List your tasks.
- Organize logically: Arrange the tasks in the order they need to be completed, from start to finish.
- Review your checklist regularly to update and adjust tasks as needed.
- **TIP:** Chapter 7, Bonuses provides two QR Codes for both *Classic* and *Fillable* Checklists.
- Use the practice checklist below for 3 days. Each day pick one task. It's the same concept as a Mind Map but in list form. *Check each task off after it is completed.*
- **For example:**
  - *Main Task:* Organize Kitchen
  - *Subtask :* Counters
  - *Subtask 1:* Wipe down, clear the clutter
  - *Subtask:* Utensil drawer
  - *Subtask 1:* Empty drawer, wipe inside, rearrange utensils

### MY CHECKLIST

Day 1

Main Task

---

Sub Task

---

Subtask 1

---

Day 2

Main Task

---

Sub Task

---

Subtask 1

---

Day 3

Main Task

---

Sub Task

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Subtask 1

---

*How practical was the checklist for keeping you organized and on track? What aspect did you find the most helpful?*

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When implemented, these strategies will improve your ability to retain information and manage tasks effectively.

## Strategies

- Experiment with Mind Maps.
- Use colors and images to make them more visually appealing.  
Optional!
- Utilize checklists.
- Create checklists to serve as guides while executing tasks.

If mind maps and checklists work for you, consider using them to organize and add them at home and work. Remember to make it fun by including a creative touch like color coding. In MY NOTES, acknowledge you've completed these steps. This recognition can provide a sense of accomplishment and progress. End with a positive affirmation, and keep up the good work!

## MY NOTES

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## I am...

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## SECTION 5.4: THE BENEFITS OF HAVING AN ACCOUNTABILITY PARTNER

Asking for help can be intimidating for those with ADHD due to fears of judgment or misunderstanding. However, having a supportive accountability partner can facilitate progress by helping you confront procrastination and address hesitations about starting tasks. They provide encouragement through regular check-ins, help track your goals, and celebrate accomplishments and your ability to organize, reinforcing a positive outlook. This support can help with the feeling of isolation and make reaching out more manageable..

### **Key Points**

- Accountability partners encourage, reinforce commitments, and aid focus.
- Finding the right supportive partner.
- Who to involve: A trusted friend, family member, or a support group.
- Discuss and agree on expectations.

### **Action Steps**

#### **1. *Identify an Accountability Partner***

- Think of potential partners: List 2-3 people from your network or support groups who might be a good fit.
- Reach out: Contact them via text, email, or in person to ask if they would be interested in being your accountability partner.

**ACCOUNTABILITY PARTNER**

*Partner 1*

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Phone #

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*Partner 2*

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Phone #

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*Partner 3*

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Phone #

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- **Discuss Expectations:** After deciding on your partner, discuss what is expected from both sides. *This step is significant!* Once you agree, clarify what you both hope to achieve and how you can support each other. This confirms that both parties are aligned and committed to the partnership, increasing the likelihood of achieving your goals and the respect and appreciation you both deserve.

Your role of support towards your partner is just as essential as their support towards you. Your willingness and commitment towards your own success is the best support you can give the person who has agreed to support you in your organization's victory. Remember, this partnership is a two-way street, and the more you put in, the more you'll get out.

## **PARTNER EXPECTATIONS**

*Partner*

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Expectations

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### ***2. Establish Regular Check-Ins***

- This is important to maintaining momentum and keeping the partnership active.
- Pick a regular time: Choose a specific day and time during the week for your check-ins and mark it on both calendars.
- Practice these steps for 3 weeks.

## **WEEKLY CHECK-INS**

*Partner*

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*Time/Day*

Wk 1

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Wk 2

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Wk 3

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- Select a communication method: Decide whether you'll meet in person, communicate via phone, use video conferencing tools, or use all three.
- Set an agenda: Create a simple agenda for each meeting.
- **For example:**
  - Sharing progress.
  - Discuss challenges.
  - Setting goals.

This step will help you feel more organized and prepared for your check-ins.

- Confirm the first meeting: Send a reminder a day or two before your first check-in to ensure commitment.
- Document below your progress, challenges, and goals.

**AGENDA**

Week 1

Progress

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Challenges

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Goals

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---

Week 2

Progress

---

---

Challenges

---

---

Goals

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Week 3

*Progress*

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Challenges

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Goals

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These immediate actions will help you quickly establish a supportive accountability system. This can be a difficult step because the feeling of being open to your ADHD vulnerabilities takes courage and strength. But if

you're engaging in this workbook you're on your way and can do this. Make sure you acknowledge your willingness and take heart in your resolution.

**Strategies**

- Choose a supportive and reliable partner.
- Maintain open and honest communication.
- Your commitment to this will show your appreciation to your accountability partner for their support.
- Gratitude begets success!

If an accountability partnership works for you, consider utilizing this system regularly to help you with your success on your organizing journey. Make it fun by adding your creative touch and show your partner your appreciation for their willingness to help you. In MY NOTES, acknowledge you've completed these steps. This recognition can provide a sense of accomplishment and progress. End with a positive affirmation, and keep up the good work!

**MY NOTES**

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**I am...**

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## CONCLUSION

In conclusion, this chapter equips you with valuable tools and strategies for organizing with ADHD. Gadgets, like label makers and digital organizers, make the process easier and less stressful. Planners help manage schedules and reduce anxiety, while mind mapping provides visual clarity for organizing thoughts. Checklists ensure essential steps are noticed, and accountability partners offer support and motivation, making you feel less isolated and more connected. By using these methods, you can take control of your organization and effectively manage the challenges of ADHD. Remember to acknowledge that your efforts will fuel your success.

Use MY JOURNAL to reflect on your experience as you finish this chapter. Write what you liked and disliked, whether you found the content helpful, and your favorite tips and strategies. This reflection will help you clarify your understanding and identify important takeaways for your organizing journey.

### MY JOURNAL

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Wonderful job! Let's carry this momentum to the next chapter.

## HOW TO PREVAIL WITH THE CHALLENGES OF ADHD

### INTRODUCTION

**M**anaging ADHD involves recognizing issues like procrastination, feeling overwhelmed, and maintaining motivation. By addressing these challenges head-on, you can turn daily struggles into opportunities for personal growth and a more organized life. In this chapter, we'll touch on key points, offer action steps, and present practical strategies designed to strengthen you and help you feel capable of improving your everyday experience. Understanding these elements and your role in your own growth is important for effectively navigating the intricacies of ADHD, encouraging you and putting you in control.

Let's get started!

### SECTION 6.1: ADDRESSING PROCRASTINATION DIRECTLY

In this section, we explore how procrastination is not a character flaw but a neurological issue influenced by anxiety and overwhelm. Strategies like breaking tasks into smaller steps (chunking) and leveraging external accountability can help manage ADHD procrastination.

## Key Points

- Procrastination: A neurological issue.
- Breaking tasks down. A winning strategy.

## Action Steps

### 1. *Divide 3 Tasks into Smaller Chunks: The “Chunking” Method*

- Choose 3 tasks: **TIP:** Pick more significant tasks that can feel overwhelming.
- **For example:**
  - Declutter your bedroom.
  - Organizing the pantry.
  - Reorganizing your closet.
- Break it down: Write down smaller, specific steps needed to complete that task.
- **For example:**
  - Declutter your bedroom.
  - Sort items on shelf.
  - Vacuum.
  - Dust surfaces.
  - Clear floor clutter.
  - Reorganize desk area.
- To make the task less intimidating, use the checklist below implementing smaller steps to complete the tasks one step at a time.
- Remember to take mini breaks in between or schedule these smaller task into 2 days.

## TASK CHECKLIST

### Task 1

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Steps

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Task 2

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Steps

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Task 3

---

Steps

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

*Did you find the “chunking” method—dividing tasks into smaller steps—effective in managing your tasks?*

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## **2. Accountability Partners for Regular Check-Ins**

- Follow the same steps as in Chapter 5 for Accountability Partners.

Regular check-ins with your accountability partner help tackle procrastination. These meetings help establish a routine, allowing you to review what you’ve achieved, plan ahead, and, at the very least, feel supported in maintaining motivation and focus.

## **3. Reward Yourself with Purpose**

- Counter procrastination with intent.
- Relevant rewards equal positive reinforcement.

*What meaningful rewards that align with your interests would you consider, and how might they encourage your motivation to overcome procrastination?*

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## **Strategies**

- Break down task: Chunking.
- Importance of accountability partners.
- Use rewards to counter procrastination.

If these steps help you address procrastination, consider implementing breaking down tasks, an accountability partner for support, and rewarding yourself with intent. Procrastination can stop the flow so it's important to fight it in an effective way. Be creative and make it fun! In MY NOTES, acknowledge that you've completed these steps. This recognition can provide a sense of accomplishment and progress. End with a positive affirmation, and keep up the good work!

### MY NOTES

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### I am...

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## SECTION 6.2: WHAT DO YOU DO WHEN THE OVERWHELM SETS IN?

This section will highlight the importance of self-awareness in identifying what provokes overwhelming feelings and how to manage those times. We'll discuss strategies to better determine what might trigger feeling inundated, how to bring yourself back to a calmer place, and how to create a setting to move forward without being overwhelmed.

We'll introduce the Eisenhower Matrix, a practical and effective time management tool that helps you categorize your tasks by urgency and importance. When these strategies are combined, you can effectively manage those overburdened feelings.

## Key Points

- The importance of self-awareness.
- Identify your triggers.
- Setting realistic goals.
- The Eisenhower Matrix

## Action Steps

### 1. *Practice Awareness: Centering yourself!*

- One-minute action step:
  - Pay *close* attention to your actions, staying aware of what you're doing for *one minute*.
  - Stay as aware as possible about your *feelings* and *thoughts*.
  - In the space below, write *one* word each day to describe the experience after completing this exercise.

### ONE-MINUTE ACTION STEP

Day 1 \_\_\_\_\_

Day 2 \_\_\_\_\_

Day 3 \_\_\_\_\_

Day 4 \_\_\_\_\_

Day 5 \_\_\_\_\_

Day 6 \_\_\_\_\_

Day 7 \_\_\_\_\_

- One-minute deep breathing:
  - Find a quiet space.
  - Focus on your breath: *Pay close attention!*

- Take deep breaths, inhaling slowly through your nose and exhaling through your mouth.
- Stay as present as possible on your breath even if your mind wanders.
- In the space below write just *one* word each day to describe the experience after completing this exercise.

**ONE-MINUTE DEEP BREATHING**

Day 1 \_\_\_\_\_

Day 2 \_\_\_\_\_

Day 3 \_\_\_\_\_

Day 4 \_\_\_\_\_

Day 5 \_\_\_\_\_

Day 6 \_\_\_\_\_

Day 7 \_\_\_\_\_

*How can you manage distractions during your routine activities and deep breathing sessions to enhance focus and achieve calmness?*

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Centering yourself helps you become more aware of what is bothering you, allowing you to address issues you may otherwise set aside or ignore. We cannot change what we're not aware of or don't acknowledge.

***2. Inspirational Cards: Sound familiar?***

- Words have power!
- Create a place with a decorative bowl or tray and fill it with

inspiring words or meanings to lift your spirits. This is optional but helpful!

### 3. Simplify Task Management with The Eisenhower Matrix

- Create a Matrix: It's as simple as 4 boxes divided into 4 sections.
- **For example:**
  - Urgent & Important: Immediate
  - Important but Not Urgent: Contributes but not immediate.
  - Urgent but Not Important: Immediate but little impact on long-term goals.
  - Not Urgent & Not Important: Not immediate.
- Practice with the Matrix below.

Urgent and Important
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Important /Not Urgent
-----------------------

Urgent/Not Important
----------------------

Not Urgent/Not Important
--------------------------

*Did you find the Eisenhower Matrix strategy helpful and why?*

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By following these simple action steps, you can effectively understand how to manage stress and prioritize your tasks, bringing you closer to your goal with more balance.

### **Strategies**

- Develop calming strategies to get to know yourself better.
- The Eisenhower Matrix helps manage, prioritizing and clarify your tasks.

If these stress-relieving methods to maintain more calm and help motivate you, consider making them regular activities in your daily life. Remember to make it fun by adding your creative touch especially with the daily inspirational card. In MY NOTES, acknowledge you've completed these steps. This recognition can provide a sense of accomplishment and progress. End with a positive affirmation, and keep up the good work!

### **MY NOTES**

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**I am...**

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## SECTION 6.3: MAINTAINING MOTIVATION THROUGH UPS AND DOWNS

This section explores how motivation naturally fluctuates and the importance of creating strategies to keep progressing. It suggests incorporating small, varied tasks and being proactive with what supports your goals. A clear plan of action can alleviate monotony and lack of interest when they arise.

### Key Points

- Adapt strategies to tackle the ups and downs.
- Take one step at a time.
- Using digital tools.

### Action Steps

#### 1. *Set Small, Specific Goals*

- Choose a goal.
- **For example:**
  - *Goal:* Organize the kitchen drawers.
  - Break it down by dividing it into manageable steps.
- **For example:** *Steps*
  - Empty one drawer at a time.
  - Sort like items into piles.
  - Decide: keep, donate, discard
- Return only frequently used items to drawer.

- Repeat this step for each drawer and decide if you'll continue or do one drawer a day until tasks is completed.
- Rotate tasks: Each week pick a new tasks and repeat the steps above. The goal is to stay motivated and interested.
- Keep your motivation going: *Be proactive!*

## 2. Use A List

- Use the manual list below. Digital lists are optional but just as useful.
- Track your progress daily or weekly.
- For digital list: Use Notes or Google Keeps
- Use the practice list below to set a small-task goal with 3 steps to get it done.
- Be proactive to support your goals.
- **For example:**
  - Podcast
  - Inspiration cards
  - Rewards

### SMALL-TASK GOAL

*Task*

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Step 1

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Step 2

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### Step 3

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#### **3. Proactive Steps: Taking Charge!**

- Find relevant podcasts: Look for ADHD-focused podcasts like “ADHD Rewired” or “The ADHD Podcast” that offer insights and strategies.
- Inspiration cards or inspiring and motivational podcast in general can be helpful .
- Rewards are always effective.

Being proactive means taking charge of what arises, which may hamper the momentum of your organizing plans. Finding ways to support your process is a sure way to stay on top of those plans.

*Write 3 proactive strategies which you believe would keep your momentum going.*

#### **MY PROACTIVE STRATEGIES**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

#### **Strategies**

- Create a list, manual or digital to keep you going.
- Take it one step at a time.
- Be proactive to support your goals.

If these motivational methods work for you, consider making them a regular part of your daily life. In MY NOTES, acknowledge you’ve completed these steps. This recognition can provide a sense of accomplish-

ment and progress. End with a positive affirmation, and keep up the good work!

### MY NOTES

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**I am..**

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### SECTION 6.4: DEALING WITH SETBACKS AND INCORPORATE STRESS-REDUCING ACTIVITIES

This section discusses how setbacks are a natural part of the learning process, not a sign of personal failure. Everyone has them occasionally, and they provide valuable growth opportunities. These setbacks, in fact, are not limits but rather can serve as possibilities for success. They often lead to positive outcomes, and how often do we look back on setbacks and say, “If that hadn’t happened, I wouldn’t be where I am today.” Plus, by identifying and understanding the causes of setbacks, you can develop more effective strategies for the future. Plus, adding stress-reducing actions will help you through those times of setbacks.

#### Key Points

- Identify and reflect on setbacks.
- Understanding the cause.
- Solutions and adjustments.

- Stress-reducing actions.

## Action Steps

### 1. Reflect on Setbacks

- Identify your setbacks.
- Below write down 3 recent setbacks you've experienced.
- Write the *cause* of those setbacks.
- Write your *solutions* to help avoid those setbacks in the future.

## SETBACKS

### Setback 1.

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Cause

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Solution

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### Setback 2.

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Cause

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Solution

---

---

Setback 3.

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Cause

---

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Solution

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## ***2. Incorporate Stress-Reducing Activities to Balance Setbacks***

- Choose activities
- **For example:**
  - Exercise, walking, reading, deep-breathing, spending time in nature.
  - Schedule at least one into your daily activities.
  - Make it consistent!
  - Set reminders on your phone or calendar.
- Below list 5 stress-reducing activities you can incorporate. Schedule 3 this coming week and answer the question below.

## **STRESS-REDUCING ACTIVITIES**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

*What activity did you enjoy most this past week, and how did it help lower your stress levels?*

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Incorporating stress-reducing activities into your daily life will help you better manage setbacks. If you find including these in your schedule helpful, consider integrating them more. Remember, the goal is not to eliminate all setbacks at once but to learn, process, and grow from them.

### **Strategies**

- View setbacks as opportunity.
- Cause and solutions.
- Adjust and provide relief.

If these methods for addressing setbacks work for you, consider using them when challenges come up in your organization plans. Make it fun by adding creative stress-reducing activities to offset any resistance which may arise. In MY NOTES, acknowledge you've completed these steps. This recognition can provide a sense of accomplishment and progress. End with a positive affirmation, and keep up the good work!

## MY NOTES

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### I am...

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## SECTION 6.5: ORGANIZING AS A FAMILY: STRATEGIES FOR SUCCESS

We'll explore how family organization improves by recognizing and adapting to each member's needs. Implementing shared routines and responsibilities cultivates teamwork and helps reduce individual stress in the household.

### Key Points

- Family organization: dialogue, identifying needs, and communication.
- Teamwork: Daily 15-minute routine.
- Regular family meetings.

## Action Steps

### 1. *Develop a Shared Digital and Paper Calendar or Monthly Planner*

- Choose a calendar App: Select a digital calendar app that works for everyone, such as Google Calendar.
- Create a family calendar or monthly planner: Set up a family calendar to which everyone can access and add events.
- Use the practice planner below to add activities and chores.
- **For example:**
  - Appointments
  - Chores
  - Daily schedules
  - Family outings and events
  - Make sure everyone knows how to add their schedules as needed.

MONTH \_\_\_\_\_

M T W T F S S


NOTES

**2. Implement a Daily 15-Minute Family Cleanup Routine: A simple and effective way to keep your home tidy.**

- Schedule cleanup time.
- Use the list below to practice and see how this can work.
- **For example:**
  - *Time:* After dinner
  - *Name/Task:*
    - Mom/wipe down counter
    - Dad/clear table
    - Child#1/pick up toys
    - Child#2/clear table, etc.
- Use a timer for 15 minutes.

**15-MINUTE FAMILY CLEANUP**

Time

---

Name \_\_\_\_\_

Task \_\_\_\_\_

Name \_\_\_\_\_

Task \_\_\_\_\_

Name \_\_\_\_\_

Task \_\_\_\_\_

Name \_\_\_\_\_

Task \_\_\_\_\_

**3. Celebrate Completion**

- Acknowledge the effort and enjoy a small reward together like a family treat, or taking a walk together.

#### 4. *Communicate Regularly*

- Holding family meetings can be beneficial and productive. It's important for everyone to feel a part of the solution to keeping your home organized.

These immediate actions will help your family stay organized and maintain a tidy home environment plus instill responsibility in everyone collectively.

#### **Strategies**

- Hold regular meetings.
- Assign organizing task by strength and preferences.
- Set up a wall planner or calendar for everyone to see.
- 15-minute cleanups

If the 15-minute family cleanup works for you and your family, consider implementing this in your daily lives. Make it fun by having each member check off their task when it is completed and acknowledge your collective efforts. In MY NOTES, acknowledge you've completed these steps. This recognition can provide a sense of accomplishment and progress. End with a positive affirmation, and keep up the good work!

#### **MY NOTES**

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**I am...**

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## SECTION 6.6: WHEN YOU FEEL LIKE GIVING UP: ENCOURAGEMENT FOR TOUGH DAYS

This section discusses the importance of emotional resilience when facing the urge to give up. Recognizing past successes can renew motivation while adjusting goals and seeking support, which is essential for perseverance.

### **Key Points**

- Co-measurement of past achievements.
- Adjusting goals.
- The benefits of seeking support.

### **Action Steps**

#### **1. *Reflect on Past Achievements***

- Set aside time: Dedicate a few minutes at the end of this week to reflect on your accomplishments and goals.
- Make a list: Use the space below to write down 5 recent achievements and 5 goals, big or small, to remind yourself of your progress and what you're capable of.
- Review regularly: Keep this list visible (e.g., on your fridge or desk) to revisit it when you need motivation and a reminder.

## ACHIEVEMENTS AND GOALS

### *Achievements*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

### *Goals*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

## ***2. Reach Out for Support***

- Identify your support: List accountability partners or support group members.
- **For example:**
  - Person or group.
  - Choose a communication method: Text, phone, zoom, in-person..
  - Discuss your experience and be open to feedback.

*Do you seek support when you're feeling stressed, and in what ways does that assistance help you cope more effectively?*

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### 3. *Self-Compassion*

- Treat yourself as you would treat a friend when they are discouraged.
- Reflect on a time you helped a friend when they needed your support. Use the space below to write what you did. This exercise will remind you of your ability to take care of yourself in the same way.

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These immediate actions will not only help reinforce your confidence but also support you during challenging times, giving you hope for a better outcome in your organizing efforts.

#### **Strategies**

- Ask for help and support!
- Cultivate kindness and resilience towards yourself.
- Acknowledge your abilities by reflecting on past achievements and goals you've set.

If these steps help you during times you feel like giving up, consciously take to heart the application of these strategies in your daily life. In MY NOTES, acknowledge that you've completed the action steps. This recognition can provide a sense of accomplishment and progress. End with a positive affirmation and keep up the good work!

**MY NOTES**

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**I am...**

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**SECTION 6.7: CELEBRATING YOUR ORGANIZATIONAL  
SUCSESSES AND MILESTONES**

We're back at rewards! We'll explore how celebrating achievements, even small ones, reinforces positive habit-building. Acknowledging efforts cultivate self-esteem and strengthen long-term organizational habits. Plus, it proves what you're capable of, which is an essential part of building confidence and illuminating negative dialogue.

**Key Points**

- Celebrating your achievements!
- Acknowledge every effort.
- The importance of self-worth.

## Action Steps

### 1. *Identify and Celebrate Small Victories*

- Keep a Victory List: *I keep one in the back of my journal.* Write 5 wins you've had in the last week. Big or small in any area of your life.
- Share your wins with loved ones: At family dinners share these victories with them. It will elevate your morale and strengthen the atmosphere.
- Celebrate together and spread the joy!
- Plan simple rewards: For these wins, treat yourself to some type of reward.

### **VICTORY LIST**

1.

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2.

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3.

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4.

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5.

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## 2. *Write a Celebration Plan*

- After achieving a recent goal, write below how you'd like to celebrate.
  - Make it intentional!
- 
- 
- 

The importance of recognizing and celebrating our efforts cannot be overstated. Many times, it's looked at as boasting or egotistical. However, there's no need to shy away from your competence. Your competence is a gift you've worked hard for. Pay attention to negativity in the form of thoughts and inner dialogue because it's a powerful thing that can quietly chip away at your self-worth. Acknowledging efforts and rewards are proactive steps to combat the dismissive dialogue that can break down morale. By being proactive, paying attention to our abilities, and giving ourselves a thumbs up, we take charge of our self-worth and success.

### **Strategies**

- Make a Victory List.
- Celebrate your wins, big or small.
- Pay attention to negative dialogue.

If celebrating your goals and achievements works for you, consider applying this regularly to your organizing journey. Remind yourself your competence is hard won and deserved for all your efforts. Make your rewards fun and

intentional, so they have meaning and impact. In MY NOTES, acknowledge you've completed these steps. This recognition can provide a sense of accomplishment and progress. End with a positive affirmation, and keep up the good work!

**MY NOTES**

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**I am...**

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**SECTION 6.8: THE FUTURE OF ORGANIZING WITH ADHD:  
STAYING FLEXIBLE AND ADAPTIVE**

This section highlights the importance of flexibility in evolving organizational strategies as life circumstances change. Continuous reassessment helps ensure that methods remain effective and relevant over time.

**Key Points**

- Review organizing systems.
- Flexibility and adaptability are keys.
- How reassessing ensures methods remain effective.

## Action Steps

### 1. Review Organizing Systems

- Schedule a review date: Set a reminder to review your organizing systems every three months.
- Assess effectiveness: Take time to evaluate what is working well and what isn't.
- Write down 3 strategies that are currently working effectively and 3 that are not.

## EVALUATION LIST

### Working Strategies

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### Non-Working Strategies

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

- Make 3 changes: Utilize the knowledge you gained from your non-working strategies and write 3 revised strategies in the list below.

### Revised Strategies

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## ***2. Ways to Stay Informed on New Methods and Tools***

- Read articles and books: Dedicate for one week to read articles, blogs, or books about organizing strategies and tools.
- Attend a workshop or join an online groups. Learn what others are doing!
- Implement new ideas: Try incorporating one new methods

## ***3. I've Learned a New Method!***

- After a week of exploring a new method through the “staying-informed” initiative, share with us the new strategy you’ve implemented.

### **NEW STRATEGY**

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Keeping your skills current is essential to help keep your organizing efforts effective. There are always new ways to fine-tune tasks that make efficiency a better way to stay motivated and engaged.

### **Strategies**

- Stay informed on new methods.
- Review your organizing systems.
- Access whats working and what’s not.

If exploring and learning new organizing trends for ADHD works for you and reaccessing your strategies, consider applying the latest trends to your organizing tasks. And always add a touch of creativity to make it fun. In MY NOTES, acknowledge you’ve completed these steps. This recognition can

provide a sense of accomplishment and progress. End with a positive affirmation, and remember, your efforts are making a difference. Keep up the good work!

### MY NOTES

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### I am...

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### CONCLUSION

In conclusion, as we wrap up this chapter and continue to navigate the ADHD journey, remember that the approaches we've discussed are designed to simplify and enhance your organizational skills while aligning with your personal growth. Learning about tools like *Chunking* and the *Eisenhower Matrix* can help you prioritize tasks effectively, allowing you to manage the ups and downs that naturally arise. It's important to acknowledge your competence and areas of achievement, as recognizing these strengths uplifts your confidence and reinforces your abilities to thrive. Stay informed, and be open to feedback to ensure that these strategies remain effective, no matter what changes life presents. By doing so, you can support your personal and professional journey—plain and simple!

Use MY JOURNAL to reflect on your experience as you finish this chapter. Write what you liked and disliked, whether you found the content helpful, and your favorite tips and strategies. This reflection will help you clarify

your understanding and identify important takeaways for your organizing journey.

**MY JOURNAL**

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Wonderful job! Let's carry this momentum to the next chapter.

## BONUS POINTS: WHO DOESN'T LOVE FREE STUFF?

### 10 MIND MAPS, AND DAILY CHECKLISTS

When your ADHD brain sometimes feels like a Fourth of July fireworks show—your ideas shooting off in every direction, lighting up the sky—you want direction. These mind maps will provide easy-to-follow layouts for your organizing planning. Download these mind maps in *paper form* or *digitally* on your devices, to help you brainstorm ideas in your own way while keeping your ideas organized and accessible.

A daily checklist comes in *Classic* and *Fillable* and can be used for personal or work purposes. They are both simple and easy to download.

These free bonuses are designed to be as ADHD-friendly as possible. They're available to work in a fun and easy way with no-fuss formats you can personalize to your specific needs. Think of them like frosting on the cake. They just make your days sweeter and more beautiful.

## Mind Maps



[bit.ly/3XstNW7](https://bit.ly/3XstNW7)

## Classic Checklist



[bit.ly/3XktNX4](https://bit.ly/3XktNX4)

## Fillable Checklist



[bit.ly/3ARdSI6](https://bit.ly/3ARdSI6)

Remember to revisit your list in MIDWAY REFLECTIONS. Seeing how your prayers were answered will prove to you what you have accomplished.



## CONCLUSION

As we conclude our workbook journey together, let's celebrate the significant progress we've made. Those steps required discipline and the desire to conquer the ADHD oppositions.

Hands down!

We've moved from understanding how ADHD affects organizations to mastering personalized strategies that enrich our daily lives. We've not only grasped the foundational knowledge of ADHD and its effects but also advanced through specific, practical techniques that turn our demands into victories. This is a testament to your dedication and resilience!

Throughout this interactive workbook, we've practiced action steps that can make a significant difference. We also provided strategies to keep the momentum going and encouraged you to create your own.

Understanding and compassion have been essential elements on this journey. Recognizing your unique challenges and strengths are not just beneficial—creating an organizing strategy that works for you is necessary. Knowing yourself well and graciously navigating the sometimes unsettled

waters of ADHD has value. We all have days that don't feel great. Just do your best and trust you will get there one step at a time.

Remember, the world is constantly changing, and so are we. I encourage you to remain flexible and open to adjusting your methods as your life unfolds. This flexibility is not a sign of weakness but a strength that allows you to navigate the challenges. Keep your interest alive by staying informed about the latest research and innovative tools to support your efforts.

Organizing with ADHD is not a one-time fix, it's a continuous journey of learning and adaptability. You have the potential to adapt and thrive at every step. It's natural to encounter setbacks as you strive to implement new systems and establish routines. Yet, each challenge is a valuable lesson, offering insights that encourage growth and resilience. Celebrate *every* victory, no matter how small. These moments of success are highlights in your journey, deserving of recognition. This acknowledgment will not only motivate you but also reinforce the progress you've made and prove your capability. Every step in the right direction matters because each gets you closer to a more organized life. You know the saying, "Keep your eye on the ball."

Let me leave you with this: You have the strength and the tools to transform your life. Feel life's blessings and continue to discover your abilities. With the right strategies, understanding, and support, you are not just managing your ADHD but thriving with it! You can achieve more than just order—you can change your quality of life, gaining a sense of peace and accomplishment.

Thank you for allowing me to be a part of your journey. Here's to moving forward, overcoming challenges, and celebrating every success. If you keep going, you are capable and *will* find your unique life purpose—plain and simple

THANK YOU FOR YOUR FEEDBACK!

SHARING THE JOURNEY

Now that you've equipped yourself with solid action steps and strategies to help you make organizing with ADHD more manageable, it's time to help others on their journey.

By leaving honest feedback about this workbook on Amazon, you're contributing to a community that can benefit from your insight. Your review can be the nudge someone else needs to find the support and strategies to make a difference.

Visit the link or QR Code below to take you directly to the review page:

<https://www.amazon.com/review/create-review/?asin=B0DYK1VDHS>



Thank you from the bottom of my Heart for your time in utilizing my workbook and sharing your thoughts in MY NOTES and MY JOURNAL

With Gratitude and Love,

- Tina



## GLOSSARY OF TERMS

**ADHD:** *Attention Deficit Hyperactivity Disorder* characterized by difficulty keeping focus, excessive movement that does not fit the setting, and hasty acts without thought.

**Chunking:** The method of breaking down larger tasks into smaller tasks making it easier to manage and complete.

**Color Coding:** Marking things in different colors to identify them more easily.

**Executive Function:** A set of mental processes that allow people to manage their everyday tasks, solve problems, and adapt to new situations.

**Habit Stacking:** Identifying a daily habit and then adding a new one on top of it.

**Hyperfocus:** Highly focused attention that lasts a long time.

**K.I.S.S.:** *Keep It Simple System* A design principle that emphasizes simplicity and clarity in creating systems and strategies.

**Mind Mapping:** A diagram representing tasks, words, and concepts linked together around a central theme or subject.

**Task Batching:** A productivity technique grouping similar tasks to complete them simultaneously.

**Time Blindness:** Difficulty managing or perceiving time.



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- Bonus Checklist Format: ThePrintablePlans Etsy.com



## ABOUT THE AUTHOR



TINA ST. JOHN, a mother and grandmother living in Tucson, AZ, is passionate about keeping spaces functional and organized. She calls herself a “professional mom” because she regularly helps families maintain a clean and orderly home while keeping some of them well-fed. Tina has long adored writing and used her voice and vision to produce engaging weekly articles, Welcome to My Food Column in Three Rivers, CA, the Kaweah Commonwealth, and to self-publish Experience Tucson: An Insider’s Guide to the Oldest City in Arizona. In her book Easily Organize with ADHD, Tina combines her love of writing with her professional experience working with families touched by ADHD. Now, by request from readers, she’s added this interactive workbook, hoping it will positively impact people who face the daily challenges of ADHD.

Tina’s philosophy is that life is best served with love, humor, and a generous slice of cake.

