

# Time Management Strategies

Managing time and prioritizing tasks can be especially challenging for individuals with ADHD due to difficulties with attention, impulsivity, and executive functions. However, with the right strategies, individuals with ADHD can improve their time management skills. Below we share some detailed strategies tailored for ADHD. To increase your success of using these strategies we recommend just picking one of them and implementing that one new strategy into your daily routine. One to two months later you can then add another strategy.

- **Use External Reminders:**

- Timers and Alarms: Set multiple alarms or use timer apps to signal the start or end of tasks.
- Post-it Notes: Visual reminders can be effective. Place them in locations where you'll see them regularly.

- **Break Tasks into Manageable Steps:**

- If a task seems overwhelming, break it down. This can make it more manageable and less daunting.
- Write each step down to provide a visual guide.

- **Prioritize Tasks:**

- The Eisenhower Box: Divide tasks into 4 categories: urgent & important, not urgent but important, urgent but not important, and neither urgent nor important. Focus on the tasks that are both urgent and important first.
- ABC Method: Label tasks as A (high priority), B (medium priority), or C (low priority). You could further refine this by labeling tasks as A1, A2, A3, etc., to prioritize within the high priority category.
- Time Blocking: Schedule specific time slots during the day for different tasks or types of tasks. This can help keep you focused and ensures time is allocated for high-priority tasks.
- Start with Quick Wins: Sometimes starting with smaller tasks that can be completed quickly can provide a sense of achievement and momentum to tackle larger tasks.
  - The 2-Minute Rule: If something takes less than 2 minutes, do it immediately.
- Deadline-Driven: Prioritize tasks based on their deadlines. Those due sooner should generally be higher priority.
- Delegate: If possible, delegate tasks that others can do. This can help free up your time for high-priority tasks that only you can do.

- Set Clear Goals: Having a clear idea of what you want to achieve can make it easier to decide which tasks are most important to accomplish that goal.
- Daily Prioritization: Spend a few minutes at the start of each day prioritizing your tasks. Things can change day to day, so it's important to regularly reassess your priorities.
- **Use a Planner or Digital Calendar:**
  - Record all appointments, tasks, and obligations.
  - Include both work and personal commitments to get a full picture of your time.
- **Time Blocking:**
  - Dedicate specific blocks of time to specific activities. This can be particularly useful for individuals with ADHD as it provides structure.
  - Make sure to include breaks.
- **Avoid Multitasking:**
  - Though it may feel efficient, multitasking often reduces the quality and efficiency of work. Focus on one task at a time.
- **Establish Routines:**
  - A predictable routine can be comforting for individuals with ADHD.
  - Morning and evening routines can be particularly helpful in starting and ending the day on a positive note.
- **Set Boundaries:**
  - Let people know when you are working on a task and cannot be disturbed.
  - Turn off notifications on your phone or computer when trying to concentrate.
- **Use ADHD-Friendly Tools:**
  - Apps like Todoist, Trello, or Habitica can be great for task management.
  - ADHD-specific apps like ADHD Friendly Timer or Focus@Will may also be beneficial.
- **Physical Movement:**
  - Taking short breaks to engage in physical activity can help improve concentration.
  - Consider a brief walk or some light stretching.
- **Declutter and Organize:**
  - Organize your workspace and eliminate distractions.
  - A minimalist environment can be less stimulating and thus more conducive to focus.

- **Visual Timers:**
  - Devices like the Time Timer display how much time is left in a visual manner, which can be helpful for those with ADHD.
- **Seek External Accountability:**
  - Inform someone about your goals or even work alongside someone. Knowing someone else is aware of your intentions can motivate you.
- **Practice Mindfulness and Meditation:**
  - These practices can improve attention and focus over time. Consider apps like Headspace or Calm to get started.
  - <https://www.smilingmind.com.au/>
- **Stay Flexible:**
  - Understand that sometimes interruptions or distractions will occur. Instead of getting frustrated, adjust as necessary and get back on track.
- **Regularly Review and Adjust:**
  - What works today might not work tomorrow. Regularly assess your time management techniques and adjust as necessary.