



PRACTICAL STRATEGIES

-for ADHD-

WORKPLACE AND PRODUCTIVITY STRATEGIES

Time Management: Include the Pomodoro technique in to your day (25 minutes work, 5 minutes break).

Externalise Tasks: Use to-do lists, planners and whiteboards to prioritise tasks to avoid overwhelm.

DAILY ROUTINE AND ORGANISATION

Consistent Schedule: Establish fixed times for waking up, meals and tasks to reduce cognitive load.

Colour - coding labels: Use visual aids, colours and labels to organise files, containers etc.

IMPULSIVITY AND EMOTIONAL REGULATION

STOP technique: Pause (S), take a breath (T), observe (O) and proceed (P) intentionally.

Mindfulness/Meditation: Practice present-moment awareness to manage impulsivity and reduce stress.

SELF-CARE AND LIFESTYLE

Exercise and Nutrition: Regular physical activity and a balanced diet (three meals + snacks) are vital.

Sleep Hygiene: Prioritise consistent sleep schedules, as sleep deprivation increases symptoms.

SENSORY AND PHYSICAL REGULATION

Focused Fidgeting: Use discreet tools like stress balls, jewellery etc during long meetings to stay engaged.

COMMUNICATION AND RELATIONSHIPS

Reflective Listening - Before responding, paraphrase what you just heard: "So what I'm hearing is that you need help with x, is that right?". This confirms you were listening and prevents impulsive misinterpretations.