

## “Get More Done, Even with ADD / ADHD”

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- I. Common Obstacles to Productivity
  - A. Hallmark ADHD Symptoms:
    - 1. Distractibility
    - 2. Poor Time Management
    - 3. Disorganization
  - B. Procrastination
    - 1. What’s Your Intention?
    - 2. What’s getting in Your Way?
  - C. Overwhelm
    - 1. Too Big
    - 2. Not Well-Defined
    - 3. “Activation”
  - D. Lack of Prioritization
    - 1. Urgent vs. Important
    - 2. Taking Care of Business vs. Busy-ness
  - E. Lack of Interest/Stimulation
    - 1. Dopamine
    - 2. Interest is Tricky!
    - 3. “Your ADHD is as Unique as Your Thumb Print”
- II. Coaching and a Focus on the “Who!”
  - A. Being vs. Doing
  - B. What does it matter?
  - C. How is this in line with your values, goals, beliefs?
  - D. What’s the pay-off?
- III. Solutions
  - A. Why are you stuck?
  - B. What is getting in your way?
    - 1. Are you working with your strengths?
    - 2. Are you working with your natural rhythms?
    - 3. What works best for you?
    - 4. Shake things up!
  - C. What is pulling your attention?
- IV. The Power of Auto Pilot
- V. An Effective “To-Do” List
  - A. Rule Number 1: **No Loose Paper!**
  - B. What Matters about the List:
    - 1. How you Make it
    - 2. How/Whether You Use it
  - C. Pattern Planning