

# [ADDclasses.com](http://ADDclasses.com) Free Teleseminar **ADHD, Work and YOU**

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## **Learning Objectives**

- Learn how to handle tough conversations with your boss... or anyone else at work
- Identify ways to manage the overall chaos
- Find useful resources
- Identify simple strategies to boost your productivity
- Strategize ways to enjoy your work

## **Some of The Challenges**

- Organization
- Following Directions
- Finishing Assignments
- Arriving on Time
- Controlling Emotions
- Time Management
- Paying Attention / Listening
- Procrastination
- Impulsivity
- Handling Details

## **Tough Conversations at Work**

- To Disclose or Not Disclose?
- Be Proactive
- Managing Impulsivity

Notes

## Chaos

- Take Breaks
- Stop Multi-tasking
- Manage Interruptions
- READ email carefully
- Reduce distractions

Notes

## Resources

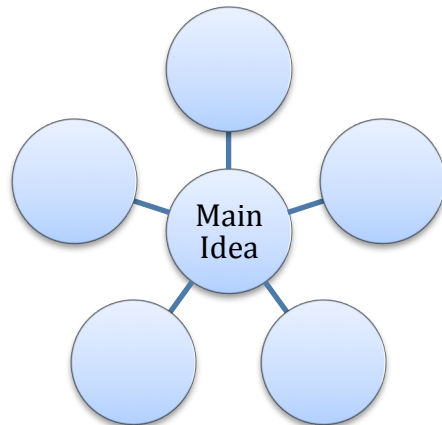
- Job Accommodation Network
  - [www.askjan.org/media/adhd.html](http://www.askjan.org/media/adhd.html)
- [www.ADDClasses.com](http://www.ADDClasses.com)
- Children and Adults with ADHD
  - [www.CHADD.org](http://www.CHADD.org)
  - [www.help4ADHD.org](http://www.help4ADHD.org)
- ADDitude Magazine
  - [www.additudemag.com](http://www.additudemag.com)
- To Do Lists
  - <http://www.workflowy.com> for simple lists
  - [www.xmind.net](http://www.xmind.net) for mind mapping
  - Post-it notes on the wall & take a picture to capture the list
- Learning Styles
  - [www.Vark-learn.com/the-vark-questionnaire](http://www.Vark-learn.com/the-vark-questionnaire)

- Cornell Note-taking Method

Main Topics, Key Words, Questions	Notes

## Increase Productivity

- Delete Tasks
- Get enough sleep
- Use a task list and look at it
- Bored and losing focus when you sit? \_\_\_\_\_
- Can't sit still? \_\_\_\_\_
- Staring at the piece of paper?
  - <http://www.writedesignonline.com/organizers/>
  - [www.xmind.net](http://www.xmind.net)
  - White board
  - Voice recorder



Notes

## Enjoy Your Work

- Identify your strengths
- What positive qualities does ADHD or ADD bring to your work?
- What do you enjoy about your current work?
  - Enjoyment makes it easier to implement the strategies
  - There is no job that is “good” for ADHD

Notes

