

Create Daily Routines

This can help you manage your symptoms of ADHD!

Make a Schedule

Write down all of the **tasks** that you need to get done. Now **prioritize** the tasks from high to low. Put these tasks into your **schedule** when you will have the time and energy to complete them. **Tip!** Do the high priority tasks first, because it is often easy to do the low ones later when you have less energy.

Break the Large Tasks Down

Large tasks can often be **intimidating** and **difficult** to start. Consider breaking them down into smaller, simple tasks that are more **manageable**. Ex. You don't have to do all the laundry today that has been building up for weeks. Just do the whites.

Keep It Simple

Your daily routines do **not** need to be complex. Your daily routines do **not** need to be perfect.

Use Timers

Using timers will allow you to better **manage your time** and **stay on track**, when your mind tends to wander. There are all kinds of timers around including your

watch, phone, mechanical timer, or even an hourglass.

Take Time to Build Your Routine

Building your routines will take **time** and **practice**. **Be kind to yourself**. Think of the new routines you want to incorporate into your daily life (ex. a clean kitchen, exercise more, wake up earlier) Then add small tasks into your schedule and practice them. (ex. Every evening I will fill the dishwasher, I will take the kids and go for a ten-minute walk, I will wake up five minutes earlier) Once they are part of your routine, add more!

Separate work from relaxation

Have **separate areas** for working and relaxing. That way work can be a **productive** area, and your relaxing areas can be **stress and anxiety free**. Tip! Don't let work leave the work area.

"Mess Ups" Are Going To Happen

It is important to know that it is **ok** if you mess up. If you are consistently unable to keep up with the schedule you made, it likely is not the right fit for you. Try using these above skills to better manage your time and organize, then **try again**. If you messed up for a day, a week, a month, or a maybe even years, that's ok! Try again today. When you successfully followed your new routine, give yourself credit. Good job!

Source:



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