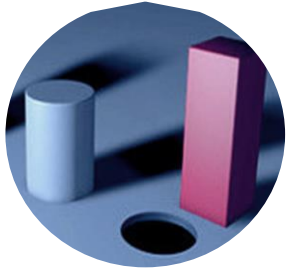


# ADHD Productivity Cheat Sheet

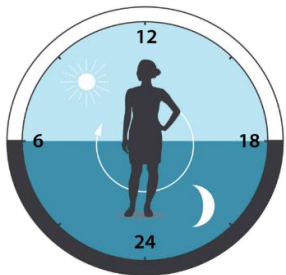
## 10 Tips to Boost Productivity for Neurodivergent People



### 1. Neurotypical methodologies may not work for you

So find other solutions

- ❖ Don't beat yourself up.
- ❖ Rigid rules can be restricting and trigger PDA or a mind-block.
- ❖ Timers may interrupt you just as you are getting into a flow.
- ❖ List-making could be difficult for your 3-D brain.
- ❖ Starting with the hard task may be just too hard.
- ❖ Multi-tasking and hyperfocus can be your superpowers.



### 2. Work flexibly to suit your internal clock

- ❖ If your brain isn't ready until 10am don't start working at 8am.
- ❖ Try working from bed, from home or a later shift.
- ❖ Suit your working hours to your productivity.



### 3. Do the easy, repetitive, rewarding tasks first

This will give you a dopamine hit and quickly shorten your To Do list

- ❖ Don't delegate all the easy or quick tasks
- ❖ Too many big tasks are overwhelming
- ❖ Easy wins will get you on a roll



### 4. Keep your To Do list short

- ❖ If a task has been on your list for a long time, delegate it
- ❖ Or it wasn't important so cross it off
- ❖ If your list gets too long break it down into subtasks or tear it up and start again



### 5. Tackle difficult tasks later in the day when you are ready or try body-doubling

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- 6. Find a quiet place to work.  
Then Hyperfocus, uninterrupted,  
until you are done.**



- 7. Embrace the side-task**

Even if it wasn't what you meant to do today you have ticked something off your list



- 8. Multi-task or use task switching**

- ❖ Get several tasks completed at once
- ❖ Maintain focus by giving yourself small dopamine hits
- ❖ 3D thinking and multi-tasking may be how your brain likes to work
- ❖ Don't force your non-serial brain to work in a straight line
- ❖ Calm music or background chat might be distracting, try an audio book, noise cancelling headphones or varying music genres to find out what works for you.



- 9. Short deadlines are your friend**

- ❖ If there is no deadline then there is always tomorrow.
- ❖ At some point the Deadline pressure will kick in and you will get it done.
- ❖ Ask a colleague, manager or employer to help by setting a shorter deadline and splitting big tasks down into smaller ones



- 10. Understand, embrace and celebrate neurodivergent brains**

- ❖ Don't try and fit yourself into a neurotypical box - this leads to procrastination, mind-blocks, brain paralysis and feelings of failure.
- ❖ Find out what works for you, believe it and insist upon it.
- ❖ Reasonable adjustments will transform your productivity and your well-being – so fight for them and make sure your employees don't need to.

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