ADD & LD
WORK PLACE STRATEGIES

Prepared by Deborah Shulman
Cabrillo College

GENERAL STRATEGIES

1. Initiate more frequent, informal reviews of your performance
2. Use relaxation techniques at work
   - Visual imagery
   - Muscle relaxation
3. Build little rewards into your schedule
   - Ex - Get a cup of coffee after completing paperwork

MEMORY
DO IT NOW, or WRITE IT DOWN

4. Write it in your planner (not on a scrap of paper)
   - Always have your planner with you
5. Organize details for easy reference
   - Flow charts
   - Diagrams
   - Cheat sheets
6. Have handy visual reminders
   - On the wall
   - On an index card you always carry with you
More MEMORY TECHNIQUES

1. Use mnemonics & acronyms
2. Use a mini tape recorder or voice organizer
3. Repeat back instructions
4. Get ready the night before
   - Have an out the door list
   - Leave things to take to work near the door

TIME MANAGEMENT

1. Use voice organizers, signal watches, or beepers
   - As time reminders
   - To remind you to check your planner
2. Plan to be early
   (bring something to read while you wait)
3. Set intermediate deadlines
4. Use timers for short deadlines
5. Don’t over schedule; plan “slack time”

ORGANIZATION

1. Ask for help prioritizing your workload
2. Develop & use a simple filing system
3. Use a daily planner & schedule
4. Break large projects into chunks
   - Use checklists or project organizers
   - Schedule time to complete each part
   - Use an accordion file to organize paperwork
DISTRACTABILITY

- Schedule intense or boring work in limited chunks
  - Use a beeper to switch tasks
- Muffle sounds with head phones or white noise
- Move your work area away from traffic
  - behind a partition
  - to an enclosed, private space not being used
  - ask for flex time or work at home

IMPULSIVITY

- Keep a notebook for intrusive thoughts
- Learn to say “I'll check my schedule” rather than an automatic yes
- Avoid blurting out comments at meetings by first writing down what you want to say
- Write down what you are doing when interrupted, so you can get back to it later

HYPERACTIVITY

- Arrange your day to include productive movement
- Arrange your work space so you need to move to get things
- Exercise during lunch and breaks
- Look for work that requires movement
  - To different job sites
  - Outdoor work