

Un-Frazzle

Time Management (for the
time-challenged)



A workbook for designing your personalized system

CLARITYCOACHING

Welcome!

It's not your imagination! Those of us with ADHD (and the research) both agree; managing time IS harder with ADHD! In this course, you'll explore some reasons why (and most importantly, learn what **you can do about it!**)

I've created this workbook to accompany my Time Management course. It contains exercises that will help you apply what we learn to "real life"- your life!

Let's Jump In,

Donnae



CONNECT WITH ME

Have more questions? You can reach me @contact@theadhdclaritycoach.com

MANUAL VS. AUTOMATIC TIME MANAGEMENT



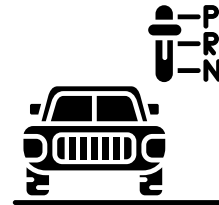
Managing time with ADHD is a lot like driving a car with a manual transmission (rather than an automatic transmission) .

When you drive a car with an automatic transmission, you don't need to think about or be actively involved in shifting the gears *because it just happens automatically.*

If you're driving a car with a manual transmission, however, you'll have a different experience. Not will you need to learn how to shift gears by hand, you'll need to understand *when* these shifts need to happen. You'll learn extra steps in order *to do the exact same thing* as those driving an automatic.

When people don't have ADHD, they are often managing their time with *little conscious effort*, just like the person who is driving a vehicle with an automatic transmission.

They may even be confused about *why* it's so hard for us because managing time is automatic for them.



With ADHD, we have to learn different time tools and strategies in order to do what others do automatically. We'll still get where we need to go, but it might look different and it may take more effort on our part.

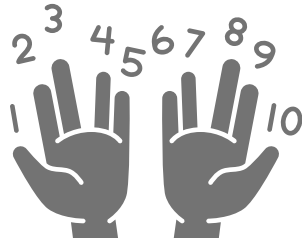
Let's be honest; it **is** easier to drive a car when you're using an automatic transmission!

Learning to manage time by using strategies like those outlined in this workbook is a lot like learning to drive with a manual transmission; the more you practice, the easier it becomes.

It might not be as effortless as driving the car with the automatic transmission, but with practice, it will eventually require much less thought and effort on your part!

?? Question:

Which parts of managing your time are challenging for you? What would life look like if these things were automatic?



SEEING & FEELING TIME

Teachers often use “manipulatives” to help new math students internalize mathematical concepts. Things students can see and hold like small candies, figurines, or even their fingers help represent numbers when they’re working on math problems. This helps kids get a “feel” for the numbers and internalize the difference between 5 or 20 or 100.

Many of us lack that internal “feel” when it comes to time. If that’s you, making time more concrete (finding ways to see and/or touch time) can help!



Tip#1: Make Time Physical!

How can you make time more physical in your life? (e.g.; visual timers, calendars, sticky notes, sand timers, etc.)



HOW MUCH TIME DO THINGS TAKE?

Judging time can be challenging.

Underestimating the time we need causes us to overcommit. We then feel frazzled or frustrated when we have too much on our plates.

Overestimating the time we need is also problematic; it can trigger overwhelm make it hard for us to get started!

But there's good news! Judging time is a **skill** and we can strengthen weak skills (or we may be able to compensate for them). Maybe we won't win the "Estimating Time Olympics", but we can have *more ease* and *less chaos* in our lives!

In the 1st column, **list** things that you have to do today/this week.

In the 2nd column, **estimate** the amount of time each will take you

In the 3rd column, **record** how long it actually takes you to get these things done.

Task	My Best Guess	Reality



Tip #2- Practice Estimating Time: What do you notice with this exercise? Are you more likely to underestimate or overestimate the time needed?

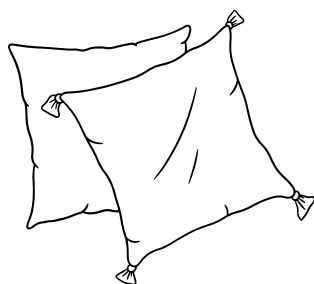
HOW TO BUFFER TIME

We're Time Optimists!

We plan for zero traffic, keys found quickly, or a close parking space, but part of managing time is thinking about all of these little things and planning for them to go WRONG!

Planning for this is a way we "buffer" our time and these **buffering skills** get stronger with practice.

If you decide to skip the "what could go wrong?" questions, you can also buffer by automatically adding extra time (try an extra 25%-50% of the time you *think you'll need*).



Tip #4- Add a time cushion! Practice buffering your time.

My Plan	What <i>Could</i> Go Wrong?	Add Buffer/ Plan
2 pm appointment Leave @ 1:30 (office 30 min away)	<ul style="list-style-type: none">• Traffic• can't find my notebook with questions for Dr.• can't find parking space	<ul style="list-style-type: none">• Add 30 min• Leave @1• Plan work I can do on my phone if I'm early

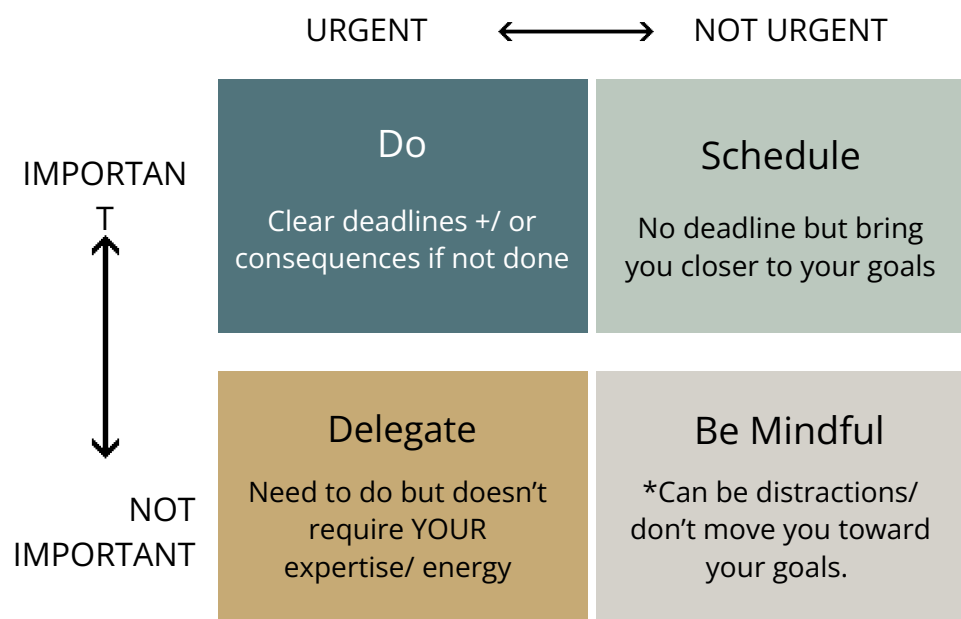


Try this exercise with something you have planned for the week:

Using the Eisenhower Matrix

We've already worked on estimating how long things take, now we'll learn tools that help us plan and prioritize so we're spending our time on the things that matter most to us.

Planning & Prioritizing are executive function skills that might be tricky for us. The Eisenhower matrix is one tool that can help.



DO- Add to list first!

SCHEDULE- If all we do is the urgent, these things will never get done. Scheduling them helps them happen.

DELEGATE- If it's not important that *you personally* do something but it still needs to get done, let someone else do it (or automate it)!

BE MINDFUL- It's not realistic (or even healthy) to *always* avoid these. Doing them with awareness is a more realistic goal!

PLANNING & PRIORITIZING

Write your “dump list” in the left column and draw a line to which of the 4 quadrants it belongs in. There are no right or wrong answers, This is an exercise to help you evaluate what is important and urgent to YOU.



Tip #6- Use Tools for Prioritization like the Eisenhower Matrix along with your dump list to decide what to get done first!

Dump List

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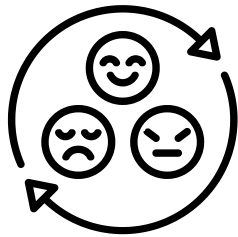
Do
(Urgent/ Important)

Schedule
(Not Urgent/ Important)

Delegate
(Urgent/ Not Important)

Be Mindful
(Not Urgent/ Not Important)

EMOTIONAL REGULATION



What does managing *emotions* have to do with managing *time*?

More than you might realize! The process of learning to manage our time can trigger BIG emotions for us!

We have to tolerate feelings like frustration and overwhelm as we work on skills and try out new strategies.

If you find yourself escaping dysregulating emotions by doing things like scrolling on your phone or finding “side-quests” that distract you, you may want to find other tools to manage uncomfortable emotions.

What situations trigger overwhelm for you now? In the past?



Tip #7- Build awareness; learn how your emotions impact the way you manage time)

OVERWHELM REACTIONS



Overwhelm can kick our nervous system into *high gear* and make it hard to regulate our emotions.

Below are common signs of overwhelm, They've been grouped into "active" and "passive" lists, but some things can be considered both!

Overwhelm Mobile/ Active

"Procrastivity": Staying busy with low priorities to avoid overwhelm

Over-researching/ planning

Increased Sensory Sensitivity

Increased Restlessness

Impulsivity

Dopamine super-seeking

Joining preferred emergencies

Overwhelm Frozen/ Passive

Checking out as escape: doom scrolling, Netflix binge, staring out window

Frozen/ Inability to start

Fatigue/ exhaustion

Increased Sensory Sensitivity

Retreat/ avoid

Slowed/dulled reactions

Disruptive Daydreaming

How can you tell you're overwhelmed? Are you more likely to freeze or jump into action when you're overwhelmed?



When our time systems fail, we assume it's because we need a different system.

But they often fail because we don't establish habits for how we'll use our system.

The questions below can help you think about how to create a system that works for you, as well as which *habits* will help you use/ maintain your system.

There's no one "right way" but consider daily, weekly, and monthly habits as you plan.

What things do you need to remember, track, or plan?

(appointments? emails? return phone calls? complete projects? habits?)

How will you record/track these things?

(notebooks, digital calendar, sticky notes, phone app, paper calendar, etc.)

Once you've recorded the things you're tracking, **how/ when** will you refer to these?

((e.g.-check my calendar before breakfast, review my projects list on Sundays, etc.)
