

# Use Time More Efficiently

Folks with ADHD often feel like they just don't get enough done in a given stretch of time, despite their best intentions. Sometimes it's big things that suck away the time, sometimes it's just a bunch of small detours. These techniques will help you get more done.

- Inefficient use of time is often related to disorganization of objects because lots of time is wasted looking for things, so it may help to invest the time to get your stuff organized.
- Reduce distractions when trying to get things done, such as by turning off the phone and email alerts or going to a quieter environment.
- Use daily goal setting to keep priorities at the front of your mind.
- Limit the number of balls you have in the air at one time. Tempting as it can be, don't start something before finishing something else. This provides an incentive to finish the first tasks.
- Use a beeping or vibrating alarm to alert you regularly to the passage of time and also to remind you to consider whether what you're currently doing is what you should be.
- Make hard choices ahead of time to limit the number of activities you're involved in so you don't get stretched too thin and accomplish little.
- Use social pressure positively, by making a commitment to someone else to get a certain number of things done in a given time period.
- Work with someone else present—even if she is not directly involved in the process, her mere presence can serve as a reminder to stay on task.