

## Practical tips for adults with ADHD working from home

If you are not used to working from home, it can take some getting used to and may take a little time to find out what works best for you. Here are a few tips that may help you adjust to your new working environment:

- Have a **daily routine** so you know what needs doing and when
- **Breakdown tasks** into more manageable chunks
- Get **regular exercise** and have a **healthy diet**
- **Switch off electronic devices** when you're trying to focus on a task and around one hour before bedtime to help you relax
- Get a good night's **sleep**



Here are a few tips that may help you to organise your day:

- **Use checklists** to keep track of what needs to be done – use separate checklists for work and household tasks
- **Keep an up-to-date calendar** on a phone or tablet – note down all work deadlines, teleconferences and/or appointments, and things that need to be done by a certain date
- **Tick off tasks** as they are completed on a phone, tablet, Post-it® note, etc.
- **Structure the working day** – use daily time sheets and computer/phone alerts to help keep track of tasks
- **Use 'In' and 'Out' trays** to sort jobs, for example, 'Important for today, Complete this week, Pending or Done/waiting for response'
- **Break up bigger tasks** into smaller, manageable chunks and combine them with other activities to keep focused
- Schedule **regular breaks** into your day



Here are a few pointers on how to improve the quality of sleep:

- Keep a routine – try to wake up and go to bed at approximately the same time every day
- Avoid watching TV, playing computer games, using social media, eating or doing work while in bed – these activities provide passive mental stimulation and will only add to any sleep problems
- Avoid doing any exercise within two hours of bedtime
- Avoid drinks containing caffeine (e.g. coke, coffee or tea) or chocolate at least six hours before bedtime

