

Coaching Tips

By Kim Collins, SCAC

1. Always look at your planner before you say “yes” to anything.
2. Create a visual or auditory reminder to look at your planner until it becomes a habit.
3. Do something physically active before you sit down to work on a boring task that takes a lot of concentration.
4. If you’ve been procrastinating on doing a particular task, try doing it first thing in the morning so you get it over with.
5. Whenever you are in a room – clean, organize, or put away at least one thing.
6. Focus on one organizing area at a time and plan to work on that area for 5 – 60 minutes a day.
7. Learn to break things into bite sized pieces. Whether it’s a work related project or organizing your bedroom.
8. Set up routines and structures for yourself and your family.
 - Get up and dressed before everyone else so that you will be ready to help them.
 - Try to go to bed and wake up around the same time each day.
 - Use an alarm clock to get you up and give the kids one too. Even if your child can’t tell time, they will know it’s time to get up when the alarm goes off.
 - Prepare as much as possible the night before. Have everyone pick out clothes, get school and work materials together, put lunches together, and look at the family calendar to see what going on the next day.
 - Set a kitchen timer to keep kids moving in the morning and at bedtime. Make a game out of it – who can have their PJ’s on before the timer goes off?
9. Learn to schedule everything. If you don’t, it probably won’t get done.
 - Schedule according to your energy level.
 - Break tasks down into small pieces.
 - Leave space in between appointments and tasks.
 - Always add extra time to your time estimates.
10. The best strategies for combating ADHD are to get adequate sleep, eat a balanced diet, keep physically active, and do things you love!