

ADHD At Work

Adult ADHD

ADHD affects many adults and looks quite different than it does in children. The symptoms are unique for every individual and may include the following:

Loss of focus: difficulty concentrating on and attending to mundane tasks.

Hyperfocus: absorbed in stimulating tasks while losing track of time.

Disorganization: prioritizing information relevant to the task at hand.

Hyperactivity: physical signs of restlessness or fidgeting.

Impulsivity: acting without considering consequences.

ADHD Treatment

ADHD is a manageable condition with several treatment options to help improve concentration and behavior. These may include cognitive behavioral therapy, medicine, meeting a professional organizer, education, self-compassion techniques, and support of others. Taking advantage of these options, can help control daily life, enhance productivity, organization, and self-worth. It's never too late to address symptoms of ADHD.



Adult ADHD Facts

- About 4% of American adults over the age of 18 deal with ADHD daily.
- During their lifetimes, 13% of men and 4.2% of women will be diagnosed with ADHD.

Exploring strategies for staying on task at work.

Adults with Attention Deficit Hyperactivity Disorder (ADHD) face many challenges in the workplace. Focus, attention to detail, organization, prioritization, and time management are some of the problems which may occur. Once the most problematic symptoms are identified, explore strategies for dealing with them and staying on task at work.

Focus – Decrease distractions creating a quiet workspace by closing the office door. If working in an open space environment, use headphones and listen to music. Organize a cluttered desk. Turn off email and text message alerts and set aside 10 minutes of every hour to check them.

Attention to detail – if attending a meeting, lecture, or workshop requiring close attention, ask for an advance copy of the relevant materials. Use the materials to manage active listening and organize note taking. Writing while listening will help maintain focus on the speaker's words. When receiving verbal instructions, repeat them back to make sure they are correct.

Organization – set aside 10 minutes daily to organize mail and paperwork. Store things in desk drawers or files to keep the workspace tidy. Make lists to keep track of regularly scheduled tasks, projects, deadlines, and appointments.

Prioritization – decide the most important task to accomplish first then order the remaining assignments. Break down larger tasks into smaller, manageable ones. Stick to a schedule and set a timer for each task.

Time management – use a clock to keep track of time. Allot limited amounts of time for each task and use a timer to alert when time is up. For every 30 minutes of time to complete a task, add 15 minutes as a cushion.

It may be helpful to think of ADHD as a collection of traits like others, both positive and negative. Focus on the positive ones, like creativity, passion, energy, or risk-taking, and determine the best working environments to support them. Many adults with ADHD have found meaningful ways to manage their symptoms, succeed at work, and lead productive, satisfying lives.