

# Coaching ADD with Sharon

## Newsletter #11

Time Management

April 19, 2007

### in this issue

- [Time Management](#)
- [Getting Help](#)
- [I'm Interested in Hearing From You!](#)

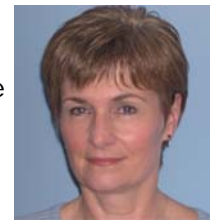
Dear Friend,

ADD coaching can be an important step in working through the issues of attention deficit disorder. Medication can help with focus, but it does not improve issues such as disorganization, time management, forgetfulness and rumination. Coaching helps you through these issues one step at a time to improve your overall quality of life.

Coaching can be a positive component of a multi-modal treatment plan. Read the information below, use it and share it with a friend or family member who may be dealing with the frustrations of ADD. Refer to my web site at [www.coachingaddwithsharon.com](http://www.coachingaddwithsharon.com) for additional information about me and how coaching can help you.

**Time management** can often be a challenge for anyone. It is a particularly big challenge for those of us with attention deficit. We are always running late for work, appointments, etc., underestimating how long a task will take and overestimating how much we can accomplish in a day. All of these things cause us to feel frustrated, angry and very overwhelmed by our day.

What often happens is that no matter how hard we plan, something goes wrong getting out of the house, the task takes longer than estimated and we just can't get a handle on it all. This happens because ADDers have so much information constantly running through their brains that it is easy to forget everything we need to have before we walk out the door, or that a project requires more steps than we anticipated.



## Time Management



I can relate to all of this, because as a person with ADD, this is my life. But as an ADD coach, I am learning some of the steps that can help to minimize the frustrations of time management. I hope they are helpful for you. If you need coaching to put them into practice, contact me.

**1. Always allow more time than you think something is going to take.** Start by allowing about 50% more time than you think it will take. Example: If you allow 1 hour

to get up, dress, eat breakfast and get out of the house, now allow 1 ½ hours. If you are like me, getting up earlier is no picnic, but rushing around the house, forgetting things and rushing out of the house late is no fun either.

**2. Track your tasks.** Create a simple time management sheet with 5 columns: Task - Start Time - Predicted Time - End Time - Actual Time - Difference When you have recorded the task, start time, end time and actual time, then calculate the difference between how long you thought it would take and how long it actually took. Keep this in mind the next time you are performing the task. If you do this with several tasks, you will begin to see a pattern. If you continue to allow the extra time necessary to each task, you will lower your frustration level and begin to see where you need to make adjustments in your day and in your life.



**3. Use a day-planner.** First, select a day-planner that works for you. It may take some time to determine just what type of planner fits your needs. (I would suggest that it be simple, but should contain date spaces large enough to fit all the information you need to write down, have a section in the back for notes, an address book and at least one pocket for papers you want to have with you. It doesn't need to be large to contain all these things.) Once you have selected a day-planner you need to: -Keep it with you at all times -Record everything in it -Refer to it regularly It needs to be your life line. It should become the one place you need to go to for appointments, phone numbers, to-do lists, etc.

I hope these tips on time management have been helpful. They are only a few of the approaches you can employ, but they are a good place to start. If you have any questions, you can e-mail me and I will make every effort to post them in the next newsletter. If you need help with your time management skills, contact me.

***"Don't Let What You Can't Do Get In The Way Of What You Can"***

*Getting Help*

Coaching is a non-judgmental partnership that focuses on guiding you toward actions to improve the quality of your life. Sessions begin with what the client feels is their biggest challenge and works toward discovering strengths and talents and creating strategies for change. If you are ready to improve your life, I can help. Visit my web site [www.coachingaddwithsharon.com](http://www.coachingaddwithsharon.com) or email me at [sharonh75@optonline.net](mailto:sharonh75@optonline.net).

*I'm Interested in Hearing From You!*

As part of my bi-weekly newsletter, I would like to know if you have questions or experiences to share. Other readers can benefit from answers to the questions or

anonymously in future newsletters.

Sharon Howell

*Sharon Howell*

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### *Quick Links...*

- [More About Us](#)
- [CHADD \(Children with Attention Deficit Disorder\)](#)
- [ADDA \(Attention Deficit Disorder Association\)](#)
- [CACLD \(CT Association for Children & Adults w/Learning Disabilities\)](#)
- [Dr. Daniel Amen and the Amen Clinics](#)

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