

# Coaching ADD with Sharon

## Newsletter #28

Getting Organized for the New Year

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**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.

Happy New Year! I hope you all had a very safe and happy holiday season. In the New Year we often make resolutions. Maybe you have resolved to lose some weight, change your career, take more time for yourself or get organized. The most important reason for getting organized in the new year is to improve upon the previous year. In order to do this, we need to make appropriate changes.



## Getting Organized for the New Year

The best way to do this is: **determine the changes you want to make, decide what you need to do to initiate the changes and successfully put the changes into practice.** Sound easy? If you are ADD, each of these steps can be overwhelming enough to stop you in your tracks. So let's talk about how to make this process a success for 2008.



**1. Determine the changes you would like to make.** This is not as easy as it sounds. Often, when we sit down to make a list or try to think of all the things we need to do, our mind goes blank. This happens because often for ADDers, the harder we try to concentrate, the harder it becomes to concentrate. So pick several times when it is quiet and not stressful to sit down and work on the list. Also, have a pad and pen in every room so you can jot things down as you think of them. Eventually you will have a group of items and you can sit down and compile your list.

**2. Decide where to start.** The best place to start is to put your list in priority order. (You should do this even if you only have two items on your list.) First ask yourself,

"How important to my well being is it?" then, "Does it have a deadline?" These questions help you determine the urgency of most items.

**Example:** I need to make more time for exercise. (How important to my well being is it? - Very important because it has to do with my over all physical and mental health; Does it have a deadline? - Not a specific one, but it should not be put off indefinitely)

I need to clean out the basement. (How important to my well being is it? Fairly important, because it is upsetting to me to see the mess every time I go down there. Does it have a deadline? Not really, but I would like to get rid of the mess.)

It is pretty clear that making time to exercise takes priority over making time to clean the basement. So: 1. Make more time to exercise. 2. Make time to clean basement.

**3. Successfully put the changes into practice.** Next, in order to put the changes into practice, start with the first item on your prioritized list and determine the steps necessary to get the first change underway. Start asking yourself questions like, how much time do I need to do this? Can I do it in steps or does it need to be done all at once? Do I need help from others? What else do I need to eliminate from my day in order to get this done?

Write all of the answers to the questions down. This will help you get the project started and stay committed. Then make a plan for *when* and *how* you will do it. Then *start* it.

**Example:** Make more time to exercise. How much time do I need for this? ( ½ hour each day, ½ hour three times a week?) When is the best time of day to do this? (morning, afternoon, evening) What do I need to change or eliminate in order to give this the priority to get it done? (Get up earlier, have my groceries delivered instead of going to the store, join a gym)

**Example:** Clean out the basement. How much time do I need for this? (3 days, 8 hours, a week) Where should I start? (First clean out all the toys, create space for throw away, give away and keep) Do I need help from others? (To make decisions, to help move things)

Does all of this sound difficult? It doesn't need to be if you follow the process so that you first decide what you want to do to get organized, prioritize your list and then make a step by step plan for getting it done. Need help with this system? Coaching can really help you to get organized by helping you reduce overwhelm, understand how to set your priorities and slow down to get more done.

***"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).

If you have missed any of my newsletters or want to refer back to them, they are on my website.

## *Taming the Family Circus*



If you are looking for ideas on how to control the chaos in your ADD home, I encourage you to purchase a copy of Taming the Family Circus. This CD is primarily for ADD parents of ADD children looking for ways to improve family dynamics. This CD gives you my 3 basic steps for turning chaos into calm. Click here to learn more about - [Taming the Family Circus.](#)

Sharon Howell

*Sharon Howell*

### *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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