

Get Places On Time

Many ADHD folks have difficulty with running late. This can have significant consequences at work and with family and friends. People will make assumptions about you if this becomes a habit, so it's often worth working on.

- Create a schedule ahead of time of what gets done when. Count time backwards—for example, “To get there by 2:00, I need to park by 1:50, leave home by 1:20, and start getting ready by 1:10.”
- Avoid best-case scenario planning and build in time for unexpected events, transitions, and breaks. Then pad it a little if it's something really worth being on time for.
- Time how long things take and record it so you can refer back to it later. You can make this more fun, and therefore more likely to be done, by making bets with yourself or others and seeing how you do.
- Set an alarm for when you need to stop a task or start getting ready, such as a reverse alarm clock that signals the time to get into bed. Many ADHD people don't factor in transition time, so this needs to be consciously added in and maybe even padded.
- In order to avoid starting the day late and allowing it to snowball, make a point of getting to bed on time, then getting out on time. Many morning problems really start the night before by getting into bed too late or not doing what's needed to be ready to roll. Keep the morning routine as simple as possible and do some things the night before.
- Avoid distracters like the television, radio, and newspaper when looking to get out on time.
- Avoid starting engrossing activities too close to a transition time.
- Build slack time into your day to absorb unexpected over-flow from various activities.
- Plan to be early to appointments or meetings and bring things to work on if there's extra time.
- Don't even think about starting those tasks that “will only take a minute”—nothing takes a minute.