

Hit Deadlines

Our lives are full of deadlines, with consequences for missing them. Obviously, there are deadlines at work, but also at home when comes time to pay the bills, as well as other situations, like when we have to RSVP to an event. They are a necessary evil that ADHD adults must learn to deal with.

- Break large projects into parts with mini-deadlines to create a greater sense of urgency earlier on. Put these mini-deadlines into your schedule and plan accordingly.
- Avoid over-commitment and learn to say no—no amount of creative time management will fit 28 hours into 24.
- Recognize the risks and additional stress, for yourself and others, if you wait for the last minute to do things.
- Carry your schedule at all times and don't commit to anything without looking at it. When adding a new task, actually put it into the planner—either at a specific time or on the to-do list if it isn't time specific. This forces you to see what else you need to do and therefore whether there will be time.
- You may need to learn additional skills to make certain tasks go more easily or efficiently. For example, finding out exactly what does and doesn't need to be saved for taxes.
- Set up regular meetings with your boss to review your progress on various projects and prevent last minute surprises. Do the same at home with your romantic partner to discuss what needs to be done at home.