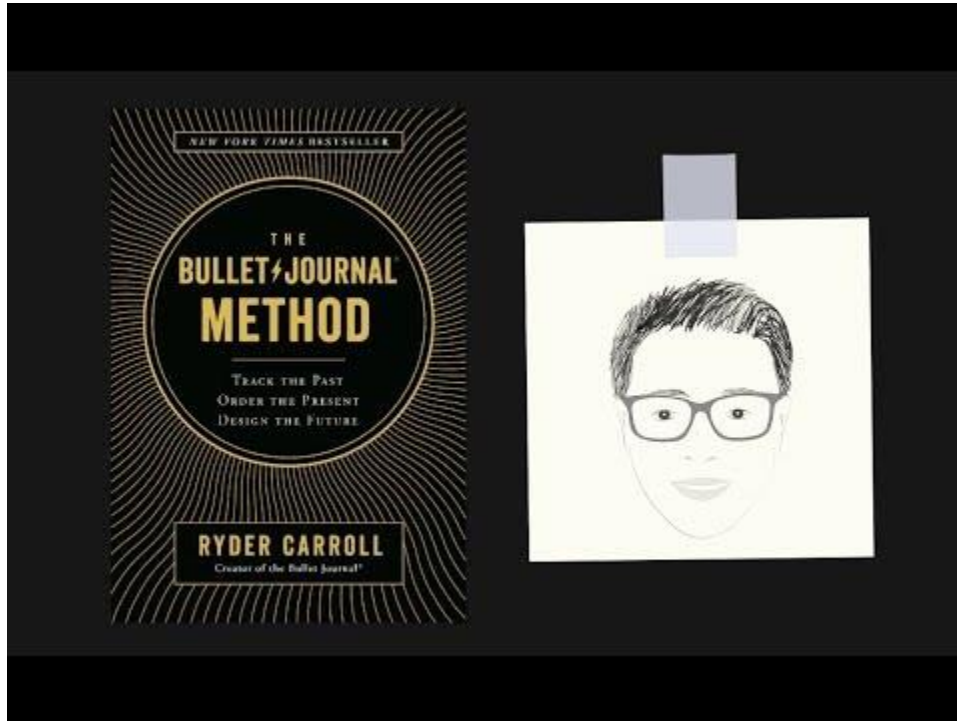


# ADHD – Strategies and Techniques

*Start Here:*



# ADHD – Strategies and Techniques

## Work within your attention span

Rather than becoming frustrated about lack of focus, learn to work within the limits of your attention span.

- First, **find the limits of your attention** for a particular task or subject. Can you stay focused for 10 minutes? 20 minutes?
- Try setting a regular 5-minute timer, and when it goes off, ask yourself if you are still engaged in the task. Mark down when your attention begins to wane.
- Once you have established your attention span for a course, **divide your work into chunks** that will take that long to complete. For example:
  - You have about a 30-minute attention span for working on a case study in your Commerce class. Divide the project into reading the assignment for 30 minutes, then finding 3 research articles for 30 minutes, etc.
- **Take 5 minute breaks between work sessions.** Use a timer to keep you on track, both for your working sessions and for your breaks. You can set up your phone to help you, or search for an online timer that will time your work sessions and breaks.
- **Do your hardest work** (the most difficult stuff, the boring stuff) **at the time of day when you are most alert.**

# ADHD – Strategies and Techniques

## A-B-C method

Categorize your tasks into:

- **A:** must do today or tomorrow
- **B:** might do today if there's time, but can delay for a few days or a week
- **C:** can delay for more than a week

### Prioritize:

- the hardest tasks
- the tasks due first
- the assignments worth the most marks
- the tasks that support your goals
- **work before you relax.** Reward yourself each day after solid, sustained effort.

**Mark each task with an A, B, or C, then schedule the tasks accordingly.**

Student Academic Success Services at Queen's University, 2020,  
<https://sass.queensu.ca/onlineresource>. Accessed 15 June 2015.