

Keeping your focus on your business!

Time Management Techniques

Time management is a very difficult task for us, but that is ok, we can try different things. We are going to explore several techniques over our next several issues. What may work for one may not work for others. There is a lot of trial and error. The key is when you find a system that works, stick with it.

1. Pareto Analysis

(a.k.a., the 80/20 rule)

The 80/20 rule is a technique created by the Italian economist Vilfredo Pareto. It's the idea that 20% of actions are responsible for 80% of outcomes. Pareto analysis aims to help you prioritize tasks that are most effective at solving problems.

How it works:

- 1. List some of your problems.** For example, maybe your grades are slipping.
- 2. Identify the root cause of each problem.** Maybe your grades are slipping because you spend too much time on social media or any other sort of distraction.

How ADHD affects the brain

1 Prefrontal Cortex

Functions as an intersection for attention, behavior and emotional responses. For people with ADHD, attention is switched easily.

Basal Ganglia 3

Neural circuit system that regulates communication within the brain. In the ADHD brain, a "short-circuit" can cause inattention or impulsivity.

2 Limbic System

Regulates emotions. Deficiency of dopamine in the ADHD limbic system may result in restlessness, inattention or emotional volatility.

Reticular Activating System 4

The major relay system between the brain's pathways. A dopamine deficiency may cause impulsivity and hyperactivity.



Source: theappalachianonline.com

Part 3 of our four-part series on the ADHD Brain. Part 3 - The Basal Ganglia

The basal ganglia is a group of nuclei located deep within the brain that plays a crucial role in various cognitive functions and motor control. It is implicated in several neurological and psychiatric disorders, including ADHD.

Here's how the basal ganglia affects the ADHD brain:

Regulation of Attention: The basal ganglia is connected with the prefrontal cortex, which plays a key role in attention and executive functions. Abnormalities in the basal ganglia can lead to difficulties in regulating attention, causing individuals with ADHD to struggle with focusing on tasks, sustaining attention, and organizing their thoughts effectively.

Impulse Control: The basal ganglia is involved in inhibitory control, which is the ability to suppress impulsive behaviors and act in a more controlled and thoughtful manner. In individuals with ADHD, the impaired functioning of the basal ganglia may contribute to difficulties in suppressing impulsive responses and result in impulsive behaviors.

Business Activities

Business activities refer to the various tasks, processes, and operations carried out by organizations to achieve their objectives and generate revenue. Here are some common examples of business activities:

- 1. Sales and Marketing:** Activities related to promoting and selling products or services, such as market research, advertising, sales campaigns, and customer relationship management.
- 2. Product Development:** Activities involved in creating, designing, and improving products or services, including research and development, prototyping, testing, and launching new offerings.
- 3. Operations:** Activities necessary for the day-to-day functioning of a business, such as procurement, production, inventory management, quality control, and distribution.

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Pareto Analysis Cont'd

3. **Assign a score to each problem:** Assign higher numbers to more important problems
4. **Group problems together by cause:** Group together all the problems caused by spending too much time on social media.
5. **Add up the score of each group:** The group with the highest score is the issue you should work on first.
6. **Take action.**

Types of people who will benefit from Pareto Analysis:

- Problem solvers
- Analytical thinkers

Interested in learning about more time management techniques? Send me an email at: adhdbizcoach@gmail.com and say Hey Coach Greg send me the time management stuff. Or wait for our next newsletters.

Talk soon,

Greg

Part 2 - The Basal Ganglia (cont'd)

Motor Control: The basal ganglia play a significant role in motor control and coordination. Some individuals with ADHD may experience motor restlessness (hyperactivity) due to abnormal basal ganglia function.

Reward and Motivation: The basal ganglia is part of the brain's reward system, which influences motivation and reinforcement learning. Dysfunction in this system may contribute to the difficulties in sustaining attention, as individuals with ADHD may struggle to find intrinsic motivation in tasks that do not provide immediate rewards.

Timing and Timing Perception: The basal ganglia is also involved in timing and temporal processing. Altered timing mechanisms in the basal ganglia could contribute to difficulties with time management and estimating the duration of tasks in individuals with ADHD.

It's important to note that ADHD is a complex disorder with multifactorial causes. While the basal ganglia's role in ADHD is recognized, it is just one component of a broader network of brain regions involved in the disorder. ADHD is thought to result from a combination of genetic, environmental, and neurological factors. Treatment for ADHD often involves a combination of behavioral therapy and medications that may target neurotransmitter imbalances in the brain to improve symptom management.

We will look at the Reticular Activating System in our next newsletter.

Interested in ADHD Business Coaching?

Visit the website: <https://theadhdbusinesscoach.com> or
email me: adhdbizcoach@gmail.com

Business Activities (cont'd)

4. **Finance and Accounting:** Activities related to managing financial resources, including budgeting, financial planning, bookkeeping, payroll management, financial reporting, and tax compliance.
5. **Human Resources:** Activities involving the management of the organization's workforce, including recruitment, training and development, performance management, employee relations, and compensation and benefits administration.
6. **Customer Service:** Activities focused on providing support and assistance to customers, addressing their inquiries, resolving issues, and ensuring customer satisfaction.
7. **Strategic Planning:** Activities involved in setting long-term goals, formulating business strategies, analyzing market trends, evaluating competition, and making decisions to guide the direction of the organization.
8. **Information Technology:** Activities related to managing and utilizing technology resources, including software development, network administration, data management, cybersecurity, and digital transformation.

This is just a sampling, you may find other business systems in your organization. We will look at creating "systems" for your activities in the next newsletter.