

Keeping your focus on your business!

## Time Management Techniques

Time management is a very difficult task for us, but that is okay, 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.

### 2. Pomodoro Technique

The Pomodoro Technique was created by entrepreneur and author Francesco Cirillo. This technique uses a timer to break down your work into intervals. Each interval is known as a Pomodoro, named after the tomato-shaped timer that Cirillo created.

How it works:

Choose a task you need to get done.

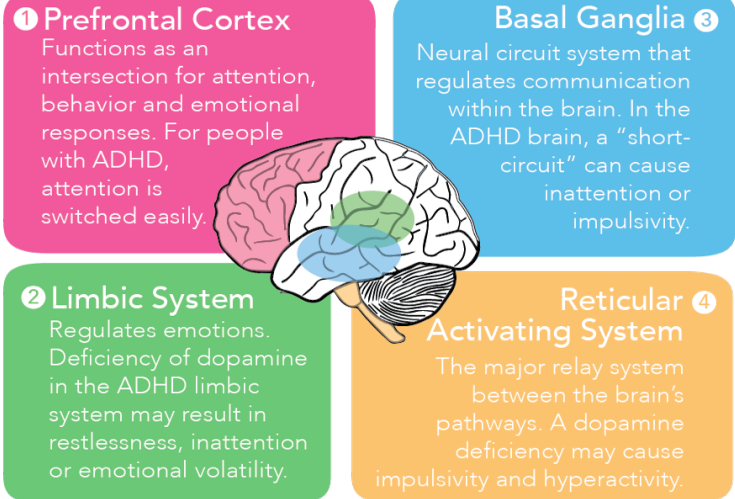
Set a timer (e.g., for 25 mins).

Focus on the task at hand.

When the timer rings, put a checkmark on a piece of paper.

Take a short break:

## How ADHD affects the brain



### Part 4 of our four-part series on the ADHD Brain. Part 4 - The Reticular Activating System.

The reticular activating system (RAS) is a part of the brainstem that plays a crucial role in regulating wakefulness, alertness, and attention. It acts as a filter for sensory input and helps determine which sensory information is prioritized and processed by the brain. While there is no direct link between the RAS and Attention Deficit Hyperactivity Disorder (ADHD), the RAS's functioning can be indirectly related to some of the symptoms of ADHD.

The reticular activating system, which modulates alertness and attention, can indirectly impact individuals with ADHD in the following ways:

**Attention and Alertness:** The RAS plays a role in maintaining and regulating alertness, and problems with its functioning could contribute to difficulties with sustained attention in individuals with ADHD.

**Sensory Filtering:** The RAS helps filter out irrelevant sensory information and prioritize what the brain should pay attention to. Dysfunction in sensory filtering may result in sensory overload and -

## Business Systems

Once you have identified your business activities, the next steps are to break down each activity and then identify ways to improve the system.

### Step 2 - Break down each activity

1. Process - the step-by-step sequence of actions
2. Tools - the required device, apps, or software
3. People - the people in charge of each step of the process
4. Strategies - the tactics, tips, or techniques you use

### Step 3 - Identify ways to improve the system

1. Delete - What can you eliminate from the system?

What is time-consuming, unnecessary, redundant, no longer relevant, or no longer productive?

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## The Pomodoro Technique cont'd

Take a break for about three to five minutes. Go for a walk, grab a cup of coffee, or do something non-work-related to give your brain a break.

Repeat steps two to five: Once you have completed this process four times, you can begin to take longer breaks (20–30 mins).

Types of people that will benefit from the Pomodoro Technique:

- Creative thinkers
- Those who feel burnt out from work/school

The Pomodoro technique doesn't just teach you time management; it also teaches you to set goals and how to achieve them. You'll be able to better stick to your daily schedule and weekly schedule.

Interested in learning about more time management techniques? Email me: [adhdbizcoach@gmail.com](mailto: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 Reticular Activating System (cont'd)

distractibility, which are common features of ADHD.

Arousal Levels: The RAS helps regulate arousal levels, and individuals with ADHD may experience fluctuations in their arousal states, leading to restlessness and hyperactivity.

It's important to note that ADHD is a complex disorder with multiple factors at play, and while the RAS may contribute to some of the symptoms associated with ADHD, it is not a direct cause of the disorder. Research into the neurological basis of ADHD is ongoing, and scientists continue to explore the various brain structures and neurotransmitter systems that may be involved in the condition. Treatment for ADHD typically involves a combination of behavioral interventions, psychotherapy, and, in some cases, medication to help manage symptoms and improve daily functioning.

Our focus for the next newsletters will include some issues that some of us deal with outside of ADHD such as depression, anxiety, etc. We will also start looking at some CBT techniques. And lastly, we will still cover some business topics.

Have a Happy Thanksgiving!

Coach Greg

## Interested in ADHD Business Coaching?

Visit the website: <https://theadhdbusinesscoach.com> or email me: [adhdbizcoach@gmail.com](mailto:adhdbizcoach@gmail.com)

## Business Systems (cont'd)

2. Defer - What aspects of the system could be helpful but don't really need to be part of the system right now?

3. Automate - What tasks can you automate using software, apps, or other tools? Can you consolidate functions?

4. Delegate - What tasks are not the best use of your time, energy, skills, or expertise? What tasks frustrate you? What tasks do you dislike doing?

5. Consolidate - Can you consolidate or batch items? Or can you knock them out one right after another?

We will look at the next steps in creating "systems" for your activities in the next newsletter.

These next steps include:

- Alternate ways to improve the system

-Track and Test

- Evaluate and Improve

If you can't wait - send me an email for the whole document.