

Keeping your focus on your business!

Time Management Techniques

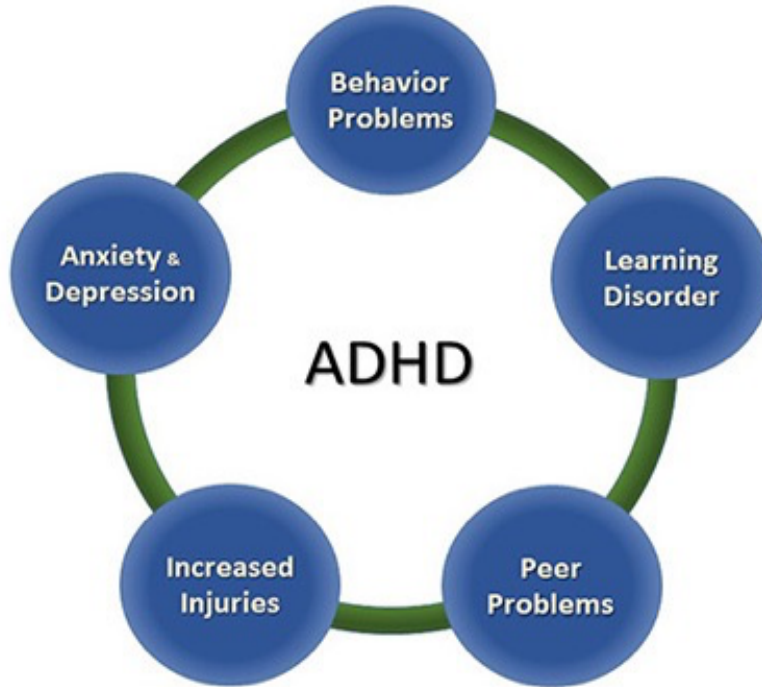
Time management is a very difficult task for us, but that is okay, we can try different things. We are going to explore several techniques over our next several issues. What may work for one may not work for others. There is a lot of trial and error. The key is when you find a system that works, stick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

3. Parkinson's Law

British historian Cyril Northcote Parkinson became famous for the phrase "work expands so as to fill the time available for its completion." In other words, the amount of time you give yourself to complete a specific task is the amount of time it will take you to complete that task.

How it works:

This is not a time management technique per se. It's a law that, when understood, can be applied as one of the most beneficial time management methods out there—**but you will have to put in the work.** That means working more efficiently in shorter bursts of time.



Attention Deficit Hyperactivity Disorder (ADHD) is a neurodevelopmental disorder characterized by inattention, hyperactivity, and impulsivity. It affects individuals across all ages, often persisting into adulthood. While ADHD presents its own set of challenges, what complicates the picture further is its frequent association with other mental health conditions, a phenomenon known as comorbidity.

Comorbidity is the simultaneous presence of two or more chronic conditions in an individual. In the context of ADHD, comorbidity is exceedingly common, with various studies suggesting that up to 70-80% of individuals diagnosed with ADHD have at least one additional psychiatric disorder. Among the most prevalent comorbidities are:

1. Oppositional Defiant Disorder (ODD) and Conduct Disorder (CD): These disorders involve defiance, aggression, and conduct problems. Children with ADHD are at an increased risk of developing ODD or CD due to shared underlying factors such as impulsivity and difficulty in regulating emotions.

Business Systems

Once you have identified your business identify ways to improve the system, look at alternate ways to improve the system, and track and test.

Step 4 - Alternate ways to improve the system.

1. Process

- Are all steps of the process necessary or should I delete some of them?
- Are all steps of the process being completed in the correct order?
- Are all steps of the process generating the results that I want?

2. Tools

- Are the tools I'm using the best tools for the job based on price, performance, and maintenance?
Are there more sophisticated tools out there that could serve my business better?
- Are there less expensive tools that could complete the job better or faster?

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3. Parkinson's Law continued...

Here are some time management tips:

Try working without a computer charger. This will force you to finish a project before your computer dies.

Get it done early. Instead of finishing an essay by midnight, try to get it done by noon.

Set a deadline. Give yourself a set time to do something—and then cut it in half.

Limit time for tasks. Give yourself only 20 minutes in the morning to answer emails.

Types of people this works for:

- Procrastinators
- People who work well under pressure

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

Talk soon,
Greg

- 2. Anxiety Disorders:** Generalized Anxiety Disorder (GAD), Social Anxiety Disorder (SAD), and Panic Disorder are frequently observed alongside ADHD. The constant struggle to meet expectations and manage symptoms can contribute to heightened anxiety levels.
- 3. Mood Disorders:** Depression and Bipolar Disorder often co-occur with ADHD, with symptoms of mood instability, irritability, and emotional dysregulation overlapping between these conditions.
- 4. Learning Disabilities:** ADHD commonly overlaps with specific learning disorders, particularly dyslexia and dyscalculia, which can compound academic challenges and impairments in executive functioning.
- 5. Substance Use Disorders (SUD):** Individuals with ADHD are more susceptible to substance abuse and addiction, possibly as a coping mechanism for managing ADHD symptoms or due to impulsivity and risk-taking behaviors.

Understanding the complex interplay between ADHD and comorbid conditions is crucial for accurate diagnosis and effective treatment. Untreated comorbidities can exacerbate ADHD symptoms and significantly impact an individual's quality of life.

Comprehensive assessment by mental health professionals is essential to identify and address comorbidities. Treatment typically involves a multimodal approach, including medication, therapy, behavioral interventions, and accommodations tailored to the individual's specific needs.

Moreover, recognizing comorbidity underscores the importance of a holistic approach to ADHD management, encompassing not only symptom reduction but also addressing associated challenges in social, academic, and occupational domains.

Coach Greg

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Business Systems (cont'd)

3. People

- Are the right people in charge of the right tasks?
- Do I need to hire more people or am I employing more than I need?
- Who is able to take on more responsibility and how?

4. Strategies

- Are my strategies actually working?
- Which 20% of my strategies are bringing in 80% of my results?
- Are there other strategies I could implement to make my business run better and generate more profits?

Step 5 - Track and Test

These are your metrics to measure your systems. Examples include:

- Did you earn more profit?
- Did you sell more products but earn less profit?
- Did your process take too long to complete?
- Were there any bottlenecks, glitches, or hiccups?
- What was the reaction of your customers or clients?
- What about your employees?

Next issue will be Step 6 Evaluate and Improve and some closing thoughts on business systems.

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