

Keeping your focus on your business!

Time Management Techniques

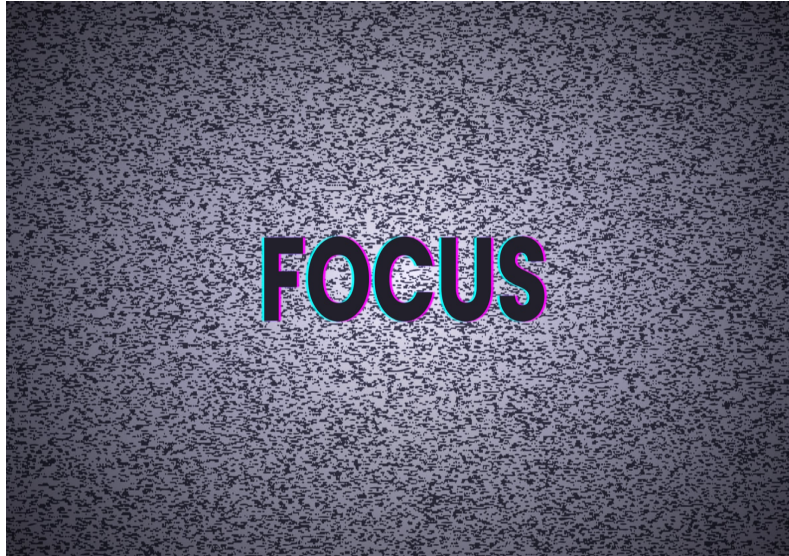
Time management is a very difficult task for us, but that is okay, we can try different things. We are going to explore several techniques over our next several issues. What may work for one may not work for others. There is a lot of trial and error. The key is when you find a system that works, stick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

4. Time Blocking Method

Inventor Elon Musk is known for being productive. He manages his time so efficiently that he can work over 80 hours a week and still make time for himself. What's his secret? Time blocking.

How it works:

From the moment you wake up, assign each time block in your day to a task. These tasks can be anything from eating breakfast to studying for a test.



People grappling with ADHD often struggle to maintain focus. The hurdles include difficulty concentrating and a mind prone to wandering, typical features of attention deficit hyperactivity disorder (ADHD). This lack of concentration can manifest in various life domains like academia, professional settings, and domestic environments. Despite the challenge of compelling oneself to concentrate, there are strategies to aid in sustaining focus.

Chunking Tasks: Breaking down tasks into smaller, more manageable parts can make them less overwhelming and easier to focus on.

Setting Clear Goals: Establishing specific, achievable goals provides a clear direction and helps maintain motivation and focus.

Using Timers and Reminders: Setting timers or alarms to remind oneself to stay on task for a certain period can help maintain focus and prevent distractions.

Creating a Structured Environment: Minimizing clutter and establishing a designated workspace with minimal distractions can enhance focus and productivity.

Business Systems

Step 6 - Evaluate and Improve

Ask yourself in regards to your system. Did your system actually solve a problem or reach a goal? If so, what change is responsible for the improvement? Can you replicate it easily? How much improvement did you see exactly? If it did not, what was the cause? How can you remedy the situation or go back to the way things were?

In addition When you are developing a system - be wary of where you want to house all the information.

Do not use sticky notes or scrap paper - this could lead to confusion and overwhelm.

Document using a robust tool that will capture all of your notes and strategies. You are creating this business system as an operating manual. Do it right and patiently.

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4. Time Blocking continued...

Below are the steps Elon Musk uses to block his time:

Divide a piece of paper into two columns. On the left, write down each hour of the day and create blocks of time such as half-hour or hour chunks.

Estimate the time it's going to take to complete each of your tasks and fit them into your time blocks.

Add buffer times in between each time block to allow for adjustments during the day.

Types of people this works for:

- Working students or parents
- Analytical thinkers

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

Utilizing Visual Aids: Visual tools such as color-coded calendars, to-do lists, or graphic organizers can help organize thoughts and tasks, making it easier to stay focused.

Incorporating Movement: Engaging in brief physical activity breaks or fidgeting with objects like stress balls can help channel excess energy and improve focus.

Practicing Mindfulness and Meditation: Techniques like mindfulness meditation can enhance self-awareness and improve the ability to redirect attention back to the task at hand.

Seeking Support: Working with a therapist or coach who specializes in ADHD can provide personalized strategies and support for maintaining focus.

Experimenting with Medication: For some individuals with ADHD, medication prescribed by a healthcare professional can help manage symptoms and improve focus. It's essential to consult with a healthcare provider to explore this option.

Implementing a Routine: Establishing a consistent daily routine can provide structure and predictability, making it easier to stay on track and maintain focus.

Using Positive Reinforcement: Rewarding oneself for staying focused and completing tasks can help reinforce productive behaviors and motivate continued effort.

Try one of these tricks, or 2 or 3. When you find something that works, stick with it!

Coach Greg

Interested in ADHD Business Coaching?

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

Client Spotlight



As Scott's ADHD coach, I've had the pleasure of witnessing his remarkable expertise in the web world firsthand. With over 20 years of experience, Scott is a true wizard at transforming tech troubles into victories. Specializing in top-notch tech consulting, he offers the guidance and advice you need to navigate any digital obstacle.

Whether you need a shiny new website or some tweaks to your existing one, Scott's your guy! From custom site development to new WordPress setups, as well as ongoing site maintenance, he's got it all covered. When those web bits and bytes misbehave, Scott knows how to whip them into shape!

Ready to make your tech woes a thing of the past? Drop Scott a message at production@wackyeagle.com

With his expert advice and a bit of web wizardry, you'll be on the road to digital success in no time!