

# GETTING ORGANIZED W/ ADHD

*IT DOESN'T HAVE TO BE HARD TO GET ORGANIZED.*

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## FIND A METHOD THAT WORKS FOR YOU!

# M

### MIRROR YOUR VALUES

Before you take action, take time to figure out where you are now vs where you want to be.

*TIP: Write down your your thoughts the project with your values in mind.*

**THIS HELPS YOU EXTERNALIZE YOUR GOALS.**

# E

### ESTABLISH GOALS

Establish a main goal first, then create a series of smaller (mini) goals.

*TIP: Include timelines and/or completion dates for each mini goal to help stay focused.*

**THIS IS HOW YOU STAY FOCUSED AND ON TRACK.**

# T

### TRUST YOURSELF

Listen to your inner voice. Shut out negative influences and don't include what you *think* others want or expect of you in your own plans.

*TIP: Prepare yourself now for roadblocks and changes that may present themselves along the way.*

**THIS LAYS A NEEDED FOUNDATION.**

# H

### HONE YOUR SKILLS

Use your strengths to conquer your weaknesses. Be realistic about your capability.

*TIP: Ask for help when you need it.*

**THIS CREATES HEALTHY EXPECTATIONS.**

# O

### OBSERVE YOUR TENDENCIES

Stay mindful of your personal habits. Consider how you can improve your tendencies.

*TIP: Establish benchmarks to improve your tendencies.*

**THIS SETS YOU UP FOR SUCCESS.**

# D

### DIVIDE AND CONQUER

De-clutter every area first (by either area of a space or category) before attempting to organize. This will save time and help you be more productive.

*TIP: Clean last to improve efficiency and save time.*

**THIS ENSURES YOUR TIME IS PRODUCTIVE.**

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