

# SURVIVE AND THRIVE

## Managing Life with Adult ADHD

Abigail's Podcast Cheatsheet

### #011 How to Manage Your Work

#### Disclosing You Have ADHD

I do not recommend disclosing you have ADHD at work unless it is to the human resource department because they are not allowed to reveal it to others. My podcast **003 To Tell or Not to Tell** discusses the pros and cons of disclosing that you have ADHD. The bottom line is that some people have negative attitudes when it comes to ADHD or mental health issues in general.

Also we sometimes think we are explaining about ADHD when people are actually hearing excuses for why we didn't do something or why we did something else.

If you need accommodations and you going to HR is not an option then try first to get what you need without disclosing the ADHD. This can be done by phrasing the situation as wanting to be more productive, an example I often use is if you are in an loud distracting open office area ask to use the conference room when it is not reserved for something else. Just say it will help you be more productive.

#### Estimating How Long a Task Will Take

We are often terrible judges as to how long a task will take. This can really get in our way because we often have to make commitments as to when we are going to complete certain projects. Combine this with our difficulty to getting started on tasks we end up not delivering on time. Check out my podcast **005 Getting Started and Done. It also has a cheatsheet [www.abigailwurf.com/cheatsheet005](http://www.abigailwurf.com/cheatsheet005).**

A good way to get better at estimating how long tasks will take is to record tasks you do repeatedly. Write down the task, then your estimation of how long it will take. Record your start time and finish times. Then calculate the difference of the actual time it took versus your initial estimation. If it is a task of many parts, estimate for each part and the whole project. You can make a chart like the one below.

Task	Time Estimation	Start Time	Finish Time	+/- Difference from Estimate

Do this multiple times for each task so you can get a good average. You will learn two things: how long it really takes you to do specific tasks and how much time you generally over or under estimate. This can help when estimating future tasks.

### **Making Sure the Task is Actually Done**

This may sound obvious but often those of us affected by ADHD think we are done with something when we really aren't what I call "done done."

"Done done" is the completion of the task followed by a review of what you were supposed to do checked against what you did. Second, this is when you check for mistakes or careless errors. For example, if it is something written like a report, check for missing words, typos, consistent formatting, etc..

### **The Long-Term Project Trap**

A trap many of us with ADHD fall into is when we are assigned a long-term project, then don't do any work on it just because no one is talking about the project or reminding us of the project. It is our responsibility to stay on top of it regardless if anyone is reminding us of it or bringing it up. This is hard for us because out of sight means out of mind for us often. Create a system that helps you remember long-term assignments and not count on anyone else to keep you on track because it is your job, not theirs.

### **Too Much Information**

A persistent problem that arises for us is TMI – Too Much Information. We give out too much information in just about all circumstances. We see it as explaining when our listeners often hear it as excusing, as in excuses.

Instead of saying "Sorry I'm late." We often keep going with a litany of why we are late. All you are doing is wasting more of the person's time. Only volunteer more if asked. This is something I constantly struggle with.

Another example of TMI is giving too much personal information to colleagues. What I tell my clients is never say anything to a colleague that you wouldn't want everyone at work to know. Just assume anytime you are speaking to one person at the workplace everyone else can hear. A secret is only a secret if you tell no one. So if you share something remember it will most likely go beyond that person.

So think - think again—before you speak.