

SURVIVE AND THRIVE

Managing Life with Adult ADHD

Abigail's Podcast Cheatsheet

#012 Success with Co-Workers

Communicating

“Too Much Information.” Be aware of sharing too much information, especially when revealing personal information. When speaking to a colleague, think as though you are speaking to everyone at work. What would you want people to know and not to know.

Be circumspect about how much information is enough. We tend to over explain or contextualize too much. When responding to a question, answer succinctly. The person asking will ask for more information if they need it.

Always be aware of when it is social chatting versus professional speaking.

Not everything needs to be contextualized, be direct and to the point when responding to questions at work

Be careful when disturbing a colleague if you have a question or need information. Ask if it is a good time to interrupt first. If it is not, ask when would be convenient for them.

Be careful about blurting – remember the three questions:

Does it need to be said?

Does it need to be said right now?

Does it need to be said by me?

Getting Your Work Done as it Relates to Your Co-Workers

If sharing office space, be aware how you keep your area.

Be on time with due dates, if not possible let the recipient know as soon as possible that you will not have the project or task done on time. Then tell them when you will have the project or task done.

To help with getting things done on time use a calendar where you map out all your due dates of short and long term projects and tasks. Check out www.plannerpads.com for a paper calendar that many of my clients and myself use.

For tasks that you do repeatedly consistency is the key. Try to do it at the same time each day or week and make it a habit.

Following the Rules and Directives

Rules that apply to your co-workers apply to you unless otherwise instructed by a person in authority. Be especially aware of when you are expected to be at work. Working late does not mean you don't have to be at work on time. One doesn't cancel out the other unless you have permission.

Credibility bank

Allows be building up your credibility back accounts with others. You build up credit not by doing what you are supposed to do, that is a given. But doing things beyond the given.

Living in an Anticipatory Manner

All this is about living in an anticipatory manner. Something those of us affected by ADHD struggle with. We tend to live in the "now." Always be thinking – how is what I am doing or going to do affect my work and colleagues. Will it be a positive or a negative action.