

SURVIVE AND THRIVE

Managing Life with Adult ADHD

Abigail's Podcast Cheatsheet

#007 Time Management is a Lie!

In order to get control of your schedule and time you need to manage your actions. The way to manage your actions is to become clear on your roles in life, your big WHYs, global goals, values plus your wants and needs. Be sure to have listened to the 007 podcast "Time Management is a Lie" to understand how to approach each task in this worksheet.

A. Your Roles

A great to organize your goals is to first look at all the roles you play in your life. Research has shown that the average person can handle no more than seven roles. I suggest working with only five if possible. I do this by creating global roles with a few sub-categories. There shouldn't be too many sub-categories either.

Example: Abigail's roles

Family member and friends – daughter, sister, aunt, friend

Business owner – visionary, coach, speaker, author, employer, etc

Volunteer – local public radio station, ADHD organizations

Individual – personal growth, actions align with values, citizen, health

Sharpening the Saw (Steven Covey metaphor) – improving my skills and capacities in all roles

Your Roles:

Role 1: _____

Sub-categories: _____

Role 2: _____

Sub-categories: _____

Role 3: _____
Sub-categories: _____
Role 4: _____
Sub-categories: _____
Role 5: _____
Sub-categories: _____
Role 6: _____
Sub-categories: _____
Role 7: _____
Sub-categories: _____

B. Your Big WHYs

Once you know your big WHYs it is easier to set global goals and prioritize all your goals big and small. Big WHYs are basically why you exist, what you believe you are meant to do. One way to look at this is to find your big WHYs for each role you play in life. These can also be mission-based. Mission-based WHYs are based on a mission or belief statement that you have created or just intrinsically know within yourself.

Use the space below to take a stab at your Big WHYs

C. Create Your Global Goals

Below is space to write some of your global goals down. For each goal write down how you will know when you have accomplished the goal. Try to have it be a measurable result.

Listen to the 007 podcast for examples of measurable goals.

Your Global Goals

Goal: _____
Measureable Result: _____

Goal: _____
Measureable Result: _____

Goal: _____

Measureable Result: _____

Goal: _____

Measureable Result: _____

Goal: _____

Measureable Result: _____

F. Weekly Timesheet

(Make a couple of copies)

First Copy:

On the first copy mark your fixed schedule. That means things that are fixed in your schedule every week. For example if you work 9 -5pm every week you would mark off that area because that is part of your fixed schedule.

In a different color add other appointments, errands and obligations you might have in the same week. Try to make the weekly time chart look like an average week in your life. Not an aspirational week but a real week.

Now look at each item and compare it with your lists you have made. Are they all compatible with your big WHYs, goals, values, wants and needs? Is each activity that is an action moving you forward toward your big WHYs, goals, wants and needs. Are the actions in alignment with your values?

Be honest with yourself. What can go and what needs to be added in.

Second Copy:

Now take another weekly timesheet and create an ideal week, slightly aspirational but still fairly realistic.

Always start with the fixed aspects of your schedule. Then as you add other appointments and errands constantly checking in with your big WHYs, goals, values, wants and needs.

Are there things that can go? Are there actions you are not taking and not scheduling that should be occurring?

You should be able to look at your timesheet and see clearly what your priorities are.

One way to get things done that are not fixed times is to place things in time chunks or blocks. For example – organize all your errands to take place in the same time block so that you can be more efficient.

Weekly Timesheet

Time	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.
5:00am							
5:30am							
6:00am							
6:30am							
7:00am							
7:30am							
8:00am							
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10:30pm							
11:00pm							
11:30pm							
12:00am							
Time	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.

Make an appointment with yourself each week, I do this Sunday night or early Monday morning and create your schedule for the week. Once done, check it over to see if it is in alignment with what you want your life to represent and accomplish.

Remember time management is a lie, it is how you manage your actions that allows you to achieve and make time for the important things in your life.