

# Accomplishing Tasks



Small Goal

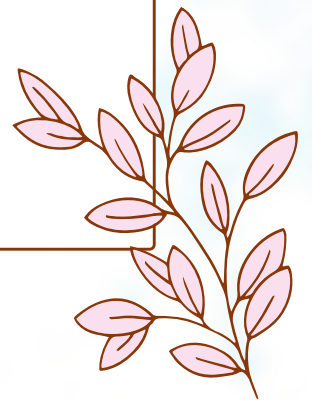
Dopamine  
Boosters

Time  
Increments

Actions To Take: Chunk it Out

Rewards

Accomplishments



# Accomplishing Tasks: Example

Small Goal	Dopamine Boosters	Time Increments
Sort mail on dining room table	Play favorite podcast Play music I love Body double: have partner sit with me	15 minute bursts

## Actions To Take: Chunk it Out

1. have trash can nearby
2. Have my timer ready
3. Silence phone, turn face down on counter
4. Remove any other distractions
5. Sort into: Important, file away, toss

Rewards	Accomplishments
Play with my pups Go outside Go on my phone/ social media/ games	YAY!! I sorted the mail and I have a dining room table again!!

# ADHD Strategies for Tasks

Because we struggle with procrastination, motivation, and time, tasks often feel overwhelming. Here are some tips for success:

- **"Chunk out" the tasks:** Ex: rather than saying you'll clean the entire house, break up the task into smaller pieces. Instead, make a goal of cleaning one portion of a room.
- Some people use the analog clock approach. Visualize the space, **break it up** into quarters, and start with one quarter at a time.
- **Set a timer** and work just for that amount of time. Then take a 5 min. break. This "resets" our brain and can keep us focused longer.
- **Reward** yourself **GUILT FREE** when you meet a goal- even and especially small goals. They start to snowball in a positive way!
- **Dopamine** is the key! (See the Dopamine section for more information). Adding fun things like music or listening to a podcast can help you stay on track.
- **Enlisting help** is not weakness! Help can be using timers, reminders, friends/family to work with you, or even medication if needed.