

# Managing ADHD in the Workplace



## Practical Strategies To Thrive At Work With ADHD

### Listening and Recalling Instructions at Work

If you have inattentive ADHD, you might find it particularly difficult to recall instructions that are said to you. Your manager may interpret this behaviour negatively, which could lead to disciplinary action. Here are some useful tips to help you with that:

1. Take in a **small chunk** of information
2. **Recap to yourself** (if reading the information) or repeat the information back to others (if listening to the information).
3. Ensure you have a **notebook** on hand to jot down main points to trigger recall of the information.

Tell your manager that :

"I don't want to miss any of your instructions, so let me jot them down in a notebook and repeat them back to you so that I have gotten them all."

By saying those words, you are more likely to impress them for your attempt at attention to detail instead of feeling frustrated when you inevitably forget a point or two.

### Speaking and Listening at Meetings

If you are in a large team meeting, you may find it difficult to concentrate on who to talk to when it is your turn to speak up. In that situation, focus your attention to the manager or the person that your point relates to, so that you are directly acknowledging them. At the end of your point, gaze around to other people present and say,

"I'm curious to hear what other people think".

### Time Management

Time management is a constant issue for anyone with ADHD. This is because of time blindness, which could lead to missed deadlines, careless work handed in late and taking a lot longer than most people to finish tasks. However, they often perform well when faced with a fixed deadline with strong accountability.

To ensure you manage your time when working on tasks, you should consider enlisting your manager or co-worker to help keep you on track, especially when working on long-term deadlines.

### Managing Burnout

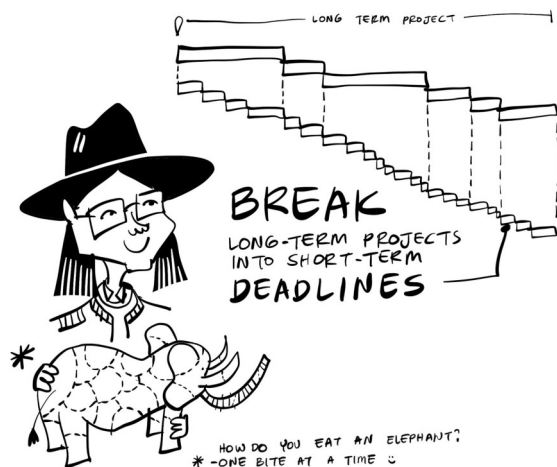
It is estimated that the average person with ADHD takes roughly 16 days off work per calendar year.<sup>9</sup>

There could be many reasons for the absence at work, but often it is linked to:

- Working in a job that is **too process-heavy** or driven for your liking;
- Not being able to **exercise your creativity** on the job;
- **Boredom** because it does not match your interests;
- Pressure that comes with **social expectations** which you do not always meet; and
- **Pressure** from managing your ADHD in a stimulating environment.

To avoid burnout, you should always enlist your manager for support. Below are a few tips that both your manager and yourself could use to manage burnout and help you stay on track .

## EMPLOYMENT TIPS FOR: EMPLOYERS



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ALLOW FLEXIBLE WORKING CONDITIONS  
SUCH AS **REMOTE WORK**

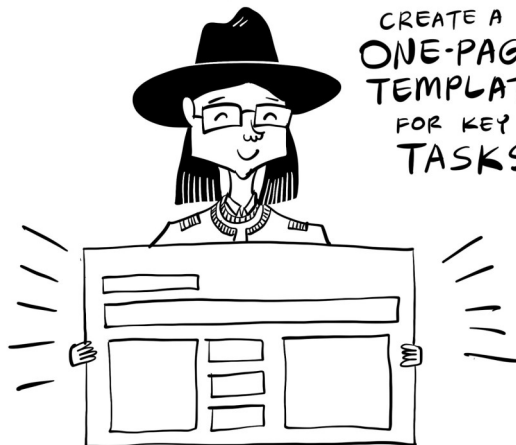


## EMPLOYMENT TIPS FOR: EMPLOYERS



## EMPLOYMENT TIPS FOR: EMPLOYEES

CREATE A  
**ONE-PAGE**  
TEMPLATE  
FOR KEY  
TASKS



## EMPLOYMENT TIPS FOR: EMPLOYEES

USE ONE-ON-ONE DISCUSSIONS FOR  
**FEEDBACK**



## EMPLOYMENT TIPS FOR: EMPLOYEES

USE  
ORGANISATIONAL  
TOOLS LIKE

**Trello**

OR YOUR  
CALENDAR

