



TACKLING YOUR TIME PERCEPTION CHALLENGES

TOOLS AND TIPS TO HELP YOU:

- Arrive on time
- Meet Deadlines
- Increase productivity
- Reduce Stress



WHY HAS THE TITLE OF THIS WORKBOOK CHANGED?

*Dr. Barkley coined the term "time blindness" to describe the difficulty in perceiving the passage of time, gauging the time needed to complete tasks and appropriately budgeting time. BGLK recognizes the term has the potential to harm the blind/low vision community. As such I will use the term as little as possible.

However, as I did not coin the term or develop its common usage, it is not mine to officially change. I will seek out alternative phrases and make others aware of this need for change in terminology.

Sincerely,

René Brooks

STEP ONE: WHERE TIME CAUSES TROUBLE



HOME

- Finishing tasks/chores
- Picking up children
- Arriving at appointments
- Appropriately budgeting how much time is needed to complete necessary projects



WORK

- Missing deadlines
- Incorrectly estimating length of time a project takes
- Late arrival time
- Unfinished work that continues to pile up



SCHOOL

- Punishments for late arrival
- Missed deadlines
- Incorrectly estimating the amount of time it takes to complete projects
- Rising stress and/or under performance due to

FRUSTRATION FOR ALL

While you struggle to keep your head above water, the people who you live with or who are responsible for teaching you and supervising you become increasingly frustrated. You're frustrated because you just want to get things done in a timely fashion. How do we fix it?



STEP ONE: WHERE TIME CAUSES TROUBLE

If you surveyed many of the people living with ADHD, you'd likely hear that many of us have challenges around time: being on time, estimating how long something takes, knowing when our schedules are too loaded to take on another thing. Time perception challenges can help to fuel all of those issues, and make them much worse. ADHD time perception challenges occur when a person has difficulty gauging the passage of time, estimating the length of time something takes, being on time, and more.

Time perception issues are just as serious as they sound. When you are unable to show up on time and complete tasks, you run into some serious problems. People are offended by lateness and see it as a sign that we don't care, which couldn't be further from the truth. Not knowing how much time something takes or how long it has been since you started working on something can keep us in a continuous cycle of stress and frustration. Left unaddressed, this can wreak havoc on our lives and relationships.

IMPORTANT TIP!

MOST ADVICE ABOUT PROCRASTINATION, TASK MANAGEMENT, AND TIME MANAGEMENT IS WRITTEN BY NEUROTYPICALS FOR NEUROTYPICALS. CONSUMING THAT ADVICE IS CONTRIBUTING TO YOUR FRUSTRATION AS THESE TIPS AREN'T HELPFUL FOR THE ADHD BRAIN.





STEP TWO: TAKING CONTROL OF OUR TIME

Taking control of our time can feel intimidating at first because we have attempted so many times and failed. There are many strategies for managing time, but so often those strategies aren't ADHD friendly, so we get more frustrated and feel like we are never going to get it together. There's hope.

There's many important things to focus on when learning to manage your time, but for me, and my coaching clients, I like to keep things as simple as possible. Simple is easiest to remember. So I like to think of effective time management in three pieces:

1. Knowing where you're supposed to be
2. Knowing what you're supposed to be doing
3. Knowing what time it has to be done
4. Having enough time to do it with time for EVERYTHING to go wrong (because sometimes everything DOES go wrong).

Remember, I said simple, *not* easy.

What does managing those things look like for you? Are you a person who is easily sidetracked by electronics? Maybe a paper calendar and alarms works well for you. Maybe you need to have an electronic calendar to record your stuff. Either way, a solid calendar system and learning a way that will help you get the things into the calendar accurately will be a big step towards at least knowing what SHOULD be happening.

Estimating time is another story. We tend to plan based on best case scenarios and exaggerated ideas about how quickly we can move. I always tell my clients to plan for time and a half when they are trying to estimate time. If that still doesn't work, try doubling the time. When you know how long something actually takes, it can make managing your calendar and meeting your deadlines so much easier. Remember, all of this takes practice. You're going to try different combinations of tools and tech, and get frustrated, and give up and come back. Keep trying. With practice, you'll improve.

**TO IMPROVE, WE MUST LEARN HOW TO MANAGE
OUR TIME IN AN ADHD-FRIENDLY WAY .**



STEP THREE: CHANGING OUR MIND ABOUT TIME

I don't think time is the bad guy here. It is our attitude about time and what it means when we don't function well within time constructs that causes most of the trouble. Regardless, our relationship with time can be a source of self loathing and criticism that causes us much pain. We have to change our mindset around time. For some of us, time is like a bad partner who has burned us too many times. we just don't trust it.

How do we change our mind about time? It can be as simple as realizing that you CAN take control of it. It could be seeing the reaction from people when you start showing up on time consistently. It could be realizing that time isn't the enemy, it is the lack of understanding from others, and the need to be on time and have enough time to get shit done that is the problem. Either way, it is a problem that seems insurmountable, but it isn't. I promise.



WHICH TIME PERCEPTION TOOLS WOULD YOU LIKE TO TRY?

- Google Calendar
- Alarm Clock
- Shower Clock
- Podcast Sleep Function
- Kitchen Timer
- Pomodoro Technique/ Timer
- Analog Clock
- Accountability partner/Work group
- Routine
- Work groups to assist one another
- Accurate assessment of task time
- Reminder alarms
- Task management apps like Asana
- Deadlines
- Rewards
- Advance preparation
- Creating a plan
- Friendly reminder calls
- Scheduling real breaks
- Plan with a pal
- Keep your schedule simple
- Avoid over scheduling
- Make loved ones aware
- Keep your agenda visible on a board or planner

Notes

It takes creativity to tackle your time perception challenges. Which of these tools would you like to try in the near future?

WHICH TIME PERCEPTION TOOLS HAVE WORKED?

- Google Calendar
- Alarm Clock
- Shower Clock
- Podcast Sleep Function
- Kitchen Timer
- Pomodoro Timer
- Analog Clock
- Accountability partner
- Routine
- Entertainment for early arrival
- Accurate assessment of task time
- Reminder alarms
- Task management apps like Asana
- Deadlines
- Rewards
- Advance preparation
- Creating a plan
- Friendly reminder calls
- Scheduling real breaks
- Plan with a pal
- Keep your schedule simple
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Notes

Here's where you make note of which tools are working well for you and why they work so well.

My Time-Perception
PLAN OF ATTACK

MY ROUTINES

MY TIME KEEPING METHOD

MY TROUBLE SPOTS

MY BIGGEST TIME WASTERS

WHAT TIME OF DAY DO I LIKE BEST?

Thought Exploration 1

HOW HAVE TIME PERCEPTION CHALLENGES HURT YOU?

Issues with time perception can affect us on our jobs, in our relationships, and even our relationship with ourselves. Have these challenges hurt you? Explore those feelings and write a few thoughts about the negative effect on you.

Thought Exploration 2

WHAT WOULD YOU DO IF TIME
DIDN'T EXIST?

We often hear that time is a construct, something that we don't really need to live life well. What would you do, what could you accomplish in a world where time doesn't exist. Would you flourish? Why or why not?

Thought Exploration 3

WHAT WILL CHANGE FOR YOU?

People can change for the better. When they do, the people in their lives take notice. How will conquering your issues with time perception change your life?

Thank you for Reading!



Black Girl.
Lost Keys.

EDUCATING AND MOTIVATING
WOMEN WITH ADHD

DID YOU ENJOY THIS WORKBOOK?

Would you like one on
on help, tailored to
your specific needs?

Consider coaching!

Every day I help my clients to attack their biggest ADHD hurdles, while overcoming the negative self image that years of exposure to stigma and lack of understanding can bring. If that sounds great, to you, book your consult today: <http://bit.ly/consultwithrene>

