



Attention Deficit Disorder/ Attention Deficit Hyperactivity Disorder in the Workplace

What ADD/ADHD may look like in adults:

- Difficulty getting organized
- A challenge to remember to keep appointments
- Finding it hard to prepare for the day, arrive to work on time, and be productive throughout the day

How is ADHD diagnosed and treated in adults?

Adults who suspect that they may have ADD or ADHD should be evaluated by a licensed mental health professional. ADHD can be managed with various interventions such as education, psychotherapy, and/or medications.

ADD/ADHD can create special challenges at work:

The things you may find toughest—organization, completion of tasks, sitting still, listening quietly—are the very things you're often asked to do all day long. Managing ADD/ADHD and a challenging job is no easy task, but by tailoring your workplace environment you can take advantage of your strong points while minimizing the negative impact of your ADD/ADHD symptoms.



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ADULT ADD/ADHD SELF-HELP: TIPS FOR STAYING FOCUSED AND PRODUCTIVE

Organize your office, cubicle, or desk one manageable step at a time.
Then use the following strategies to stay tidy and organized:

Set aside daily time for organization.

Set aside 10 to 15 minutes a day to clear your desk and organize your paperwork. Experiment with storing things inside your desk or in bins so that they don't clutter your workspace as unnecessary distractions.

Use colors and lists.

Color-coding can be very useful to people with ADD/ADHD. Manage forgetfulness by writing everything down.

Prioritize.

More important and least favorite tasks should be done first. Set deadlines for everything, even if they are self-imposed.

END DISTRACTIONS

Let your workmates know you need to concentrate, and try the following techniques to minimize distractions:

Where you work matters. If you don't have your own office, you may be able to take your work to an empty office or conference room. If you are in a lecture hall or conference, try sitting close to the speaker and away from people who chat mid-meeting.

Minimize external commotion. Face your desk towards a wall and keep your workplace free of clutter. To discourage interruptions, hang a "Do Not Disturb" sign. If possible, let voicemail pick up your phone calls and return them later.

Save big ideas for later. All those great concepts that keep popping into your head? Jot them down on paper for later consideration.

For more information on ADD and ADHD in the workplace, call your
MIIA Employee Assistance Program at 800-451-1834, or go to the following websites:

- **National Institute of Mental Health (NIMH)**
www.nimh.nih.gov/health/topics/attention-deficit-hyperactivity-disorder-adhd/index.shtml
- **Help Guide - A Non-Profit Online Resource**
www.helpguide.org/mental/adhd_add_adult_symptoms.htm

Or check out these helpful books by Dr. Edward M. Hallowell:

- *Driven to Distraction: Recognizing and Coping with Attention Deficit Disorder*
- *Delivered from Distraction: Getting the Most out of Life with Attention Deficit Disorder*

MIIA Employee Assistance Program
800-451-1834

