

# An Interactive Coaching Course for Adults with Attention Deficit Disorder.

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# PART III: TAKE ACTION

**"To keep a lamp burning, we have to keep putting oil in it." —  
Mother Teresa**

Taking action is where most of us fall through the cracks. We don't continue with our game plan long enough to really establish a habit, or we meet with difficulties and give up. If something is not working, the best thing we can do, is to keep trying something different, until we find what works. Having a flexible approach to what it is we would like to accomplish, increases our chances for success. I have been taught that there is no such thing as failure, only feedback, and that has made my life fuller, time and time again.

Attitude is everything, and recognizing that an outcome which is different from what we anticipated or hoped for, can be a very valuable learning experience. It can help us grow even more than some of our easy successes. Seeing the glass half full, is a valuable skill to develop, if you don't already have it. It opens up possibilities and creates new choices for us. One way to begin practicing this skill is to list three things you are grateful for at the moment, every time you begin to feel discouraged or see things negatively. This will put you in a frame of mind that will help you see what's good about a bad situation.

Some times we give up because we feel we just can't do it. We think we bit off more than we could chew. Well, if that's the case, then just remember that anything can be accomplished if you break it down into small enough tasks. All books are written just one page at a time, all symphonies composed just one note at a time and all paintings created just one brushstroke at a time. There's an incredible woman who does the Boston Marathon every year on crutches and when asked how she does it, she replies, "One step at a time." She's my kind of gal.

Believing that you already have within you what you need to manage your inattention, impulsivity, and hyperactivity is a very powerful belief. Believing this will enable you to create successes from the things you have already started to do, such as this workbook. As one success leads to another, you create for yourself that upward spiral, until you not only believe you have within you what it takes, you know you have within you what it takes. So start by believing, and enjoy the journey. Learning how to use the best of what it is you have that makes you unique, is a gift you can give yourself each and every day, all day long. Remember that you are your fingerprint!

The rest of this workbook is an eclectic collection of things to do and try to help you reach your goals successfully. Some things may benefit you and some not. Use what works for you and ignore the rest. If stress and anxiety attacks are limiting your full potential, you may want to try some of the breathing exercises and relaxation techniques presented

in this section, or better yet, design your own. There are helpful hints for getting organized, avoiding procrastination, communicating effectively, and more. Turn to the table of contents and scan through what is available for you to use in taking action toward accomplishing your first goal. There is even an example of a time commitment worksheet to help you plan what to do, and when to do it. For everything presented in this section, I urge you to think of ways to make what's presented work even better for you.

After you read over the [table of contents](#), put a star by the section that you'd like to start with first, then prioritize the rest by numbering them. Trying to "do it all" may only slow your progress. This is a common pattern for ADDers, to see all the possibilities and start so many things in a burst of excitement, that many of them are done poorly or never get finished. Starting just one thing, and sticking with it until completion, gives a sense of accomplishment and helps develop skills needed to stay focused at future projects. Motivation gets you going, but habit gets you there, and it takes 21 consecutive days to establish a habit, so be prepared to be patient! Go for it and have fun!

In this section you'll be given two interactive coaching opportunities to use at your convenience. When you are ready to correspond with Coach Sandy concerning any exercise(s) in this section, click on [Table of Contents](#) and click on Coaching Interaction 5 and then 6!

# PART II: COMMIT TO A GAME PLAN

**"Some where along the line of development we discover who we really are, and then we make a real decision for which we are responsible. Make that decision primarily for yourself because you can never really live anyone else's life, not even your own child's. The influence you exert is through your own life and who you become yourself." — Eleanor Roosevelt**

The decision to make a commitment to continuing our progress is a daily opportunity we can celebrate three hundred and sixty five times a year. In this section you will develop a game plan for what it is you want, and commit to it. In part one of this workbook you made an assessment of both your strengths and weaknesses and took a look at what beliefs and values were supporting or limiting you in your desires. You took a look at your environment and what was nurturing in it and what wasn't. You analyzed your behaviors as to which ones were beneficial in coping with ADD and which ones weren't. By now you should have good knowledge of what it is you need and want to develop within yourself to be better able to manage the challenges of daily life with ease and joy. Congratulate yourself, you've done some good work.

This section is designed to clarify your most important goal. the one you have determined from Part One that you would like to work on first. This is the one that will give you the strongest boost for that upward spiral that you have already begun to embark upon. Once you have a good start working on this first goal, and decide to begin working on others, the same process can be used to clarify goals and design strategies to get there. List below what you need, and want, to cope effectively with your ADD and put a star by the most important one, so you can begin to work on that first.

**Example:** The most important thing to me right now is to get my work space organized and running efficiently. Organization comes first and time management comes second. I need to know where things are and then I need to know where I am supposed to be and at what time. I need to find systems that work for me; ones that I will use. Some additional goals may include: better social graces, improved conversational skills, healthier eating habits, routine exercise patterns, more patience, better concentration, the ability to respond calmly and appropriately, or the ability to be quiet and still when expected.

Go for it! List them all, but put a star by that special one that you're going to tackle first; the one that clearly needs attention. the one you'll hoot and holler about just as soon as you make some progress.

**Please enter your name:**

**My Upward Spiral "To Do" List:**

## **Clarifying And Strengthening Your Commitment**

Now that you know what it is you are committed to developing first, the following exercise will help you clarify and strengthen your commitment. Describe below what it is you are starting to achieve already, by performing this exercise, in a positive reference. Describe what it is you are adding to your life and not what is being taken away. State what it is you want, and not what it is you don't want. Make your goal something positive to move toward, not something negative to move away from. Focus on ways to grow by creating new options, developing new strengths, expanding your beliefs, learning new skills, and nurturing yourself in new ways.

**Example:** Instead of saying, "I want to lose weight," you would say, "I want to have healthy eating habits and a good exercise routine." People with healthy eating habits and a good exercise routine are not overweight. The focus and emphasis is on what is healthy, appetizing, nurturing, energizing and satisfying. What do you clearly see yourself doing? What are you telling yourself that's pleasing to hear? How enthusiastic are you feeling?

**Describe what it is you want using criteria that can be measured.**

**Example:** If you say you want to be happy, how would you measure happy? What is happy? Happy to me, may be quite different than

happy to you. Be as specific as you can in describing and defining what it is you want. Instead of saying, "I want to be happy," you might say, "I want to be smiling a lot, laughing, and humming to myself as I work." You may want to feel peaceful and describe it by saying, "I want to feel peaceful, by responding to others slowly and gently. I want to speak in a soft quiet voice, saying kind and respectful things, like, 'I am grateful to have you for a friend.'." Define your goal using criteria that are measurable and will allow you or anyone else to know they have been met, once you have attained your goal.

To put the finishing touches on your commitment, think about the magnitude of what it is you are in the process of committing to. Is getting your whole office organized too big of a project to start with? You may want to start with just your desk or just your computer files. Adjust the size of the task so that it seems comfortable for you.

### **Positive Description Of My Commitment:**

The following questions are designed to clarify and strengthen the commitment you have just made toward accomplishing your goal.

**How would you know you had it?**

**How is it possible for you?**



**What would be an example of it?**

**What stops you from having it?**

**Would it really be OK if you had it?**

**Do you really want it? (explain how and what for)**

**How is it of value?**

**How would family, friends etc. respond?**

**When do you want it and when do you not?**

**Is it within your power to do this?**

**Are you willing to do what it takes?**

**What would happen if you get it?**

**Having obtained the desired result, what is the worth?**

**Will you miss or lose anything of real value when you get it?**

**What would you be doing and saying?**

**What would you be thinking?**

**How would the world look to you?**

**How would others know you had it?**

**How does it fit with short term goals?**

**How would it fit with long term goals?**

**How would it fit 10 years from now?**

### **Strengthening Your Motivation AGAIN**

I haven't, as a coach, over motivated any of my clients yet, so at the risk of that happening, I've decided to include these next exercises. If you think they have motivated you more than necessary, call or [write](#) me and we'll figure out what to do next. That's what coaches are for.

**I have the capabilities necessary to achieve the goal**

**because**

**therefore**

**after**

**while**

**whenever**

so that

if

although

in the same way that

**I want to achieve my goal:**

because

therefore

after

while

whenever

so that

if

although

in the same way that

**I will achieve my goal:**

because

therefore

after

while

whenever

so that

if

although

in the same way that

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# Mantras, Meditation and Prayer

All three of the above serve to calm our physiology, by reducing our pulse rate and lowering our physiology. Done on a daily basis they can improve our health and strengthen our immune system. Study after study has shown how stress reduces our ability to fight off colds and other infections. Doing relaxation procedures that will help us manage stress will help us stay well. The following are some things you may want to try.

## Morning Mantras

Getting up every morning and repeating a favorite motivational mantra while you're in the shower or brushing your teeth may be just the thing you need to get your day off to a good start. The bathroom mirror is a great place to tape an inspirational poem or quote. If it's laminated, the shower is another good place. Once read, even glancing at it will provide you with an unconscious reminder of what you value and desire. A good self-esteem one to use is this: "I am me. In all this world there is no one else exactly like me. There are persons who have some parts like me, but no one adds up exactly like me. Therefore, everything that comes out of me is authentically mine because I alone chose it." You can make up your own, specific for a project at hand, such as, "Get organized and stay organized by finding a place for everything, and putting everything in its place," or choose something that is currently relevant from a book of quotations. You may want to use a gentle and supportive compliment to build your self-esteem, or a humorous remark that makes you chuckle. Below is a nice one I began using while writing this workbook. You may like it, too, and wish to use it for now or write your own below.

"Follow your dream.  
if you stumble, don't stop



and lose sight of your goal,  
press on to the top.  
For only on top  
Can we see the whole view." — Amanda Bradley

**My Morning Mantra:**

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# Computer Mantras

Your computer password can be your computer mantra. Something short like, 'do it', 'get going', or 'act now' may help with motivation or you could use one word to remind you of a project that you need to stay focused on, such as 'office' for reminding you to do something every day that will further you in your efforts to organize your office. If your first and primary goal is to improve your communication skills you may want to use 'listen' as your sign-on mantra. If stress management is a high priority, the word 'breathe' may be helpful to use. Do not use negative statements like 'don't quit'. Use 'keep going' instead. Negatives are not as effective, as you have to think about what it is you're instructed not to think about, before you can not think about it. It's like saying don't think about a pink elephant. What happens? Get the picture? Record a good supply of computer mantras below. Variety is good.

Computer Mantras:

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## **Daily Meditation Or Prayer**

"If your day is hemmed in prayer, it is less likely to become unraveled" is something my grandmother told me years ago when I was in college and it may have appeared to her that I was in need of wise counsel. It's taken me a couple of decades to put her advice to use and discover its wisdom, but better late than never. Young or old, I'd like to share it with you now. Quiet time spent in prayer or meditation every morning before you start your day and every evening before you end it, can be the difference that makes the difference. It can make a good day a great day, and a great day fantastic. A very popular prayer used around the world and one that might work well for you is the serenity prayer, and is as follows: "God grant me the serenity to accept the things I cannot change, the courage to change the things I can, and the wisdom to know the difference." Write your favorite prayer below or describe how you would like to use the time meditating to start and end your day with a piece of serenity.

**My Favorite Prayer Or Meditation Routine:**

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# Breathing Exercises

Often breathing exercises may be combined with a daily meditation routine to provide deep relaxation or rejuvenation. Many are specifically for de-tensing physically and/or emotionally. They all provide improved oxygenation and may lower your blood pressure and/or improve your circulation when done on a routine basis. Below are several you may try. As you try them, record any notes below that might be of use, such as certain times of the day that may be good to do them.

## Breathing Meditation For Relaxation

This exercise is a very simple form of meditation and works well to relax and rejuvenate the body, mind, and spirit. Find a position that is comfortable for you, whatever that may be. Loosen any tight clothing and close your eyes, if you wish to do so. Just notice your breathing without trying to change it in any way. Notice the temperature of the breath as it enters your body and how it is warmer as it leaves. Observe the cycle and how it flows, noticing any beginning or end if there seems to be one. Do this for at least three minutes if this is new to you, and longer if you are experienced or feel inclined to do so. Do this every day, gradually increasing the length at a rate that is rewarding for you and gives you a sense of progress.

Notes:

## Diaphragmatic Breathing

This type of breathing is the body's most efficient way to take in oxygen for nourishment and uses about half as much energy as chest breathing. The diaphragm, one of the body's strongest muscles, located just below the rib cage, moves downward, creating a natural pressure vacuum that draws air into the lower portion of the lung. During this part of the cycle the abdomen expands. Then the diaphragm

**moves upward and the chest expands as the breath exits, filling the upper lung with air on its way out. Imagine there is a balloon in your abdomen that stretches and fills with air on inhalation and shrinks on exhalation. This is a simple awareness exercise and is also very useful for relaxation and rejuvenation. To posture yourself for this exercise, you may sit or stand with your head up, chin relaxed, shoulders wide, slightly back and downward. Position your back comfortably straight. Pretending there is a string treaded through your spine and coming out the top of your head like a puppet, gently tugging, may help.**

**Place your hands gently on your abdomen and slowly inhale through your nose. Feel your lower ribs move outward and your abdomen expand as you breath in. Then as you exhale through your mouth, feel your abdomen drop and a wave of relaxation flood your abdomen, chest, shoulders, neck, jaw, and face. Do this often during the**

**day every day.** Choose to do it at certain moments that will nourish you and energize you. The more frequently you "belly breathe," the sooner it will become a normal pattern of breathing and you won't need to use your hands to feel and direct the movement. When you notice your breathing becoming higher in the chest, go back to using your hands on your abdomen for direction.

**Notes:**

### **Waking Up And Drifting Off To Sleep Breathing**

**This is a passive breathing exercise that is done best lying on your back with your arms at your side, so a good time to do it is before your drift off to sleep or as soon as you wake. Focus your attention on your breath with out trying to control it and imagine with each breath that the air is being forced into your lungs and pulled out of your lungs and you are completely passive in the process. As outside forces breath air into you, imagine it penetrating every part of your body from your head to your toes, filling the spaces between the spaces,**

warming or cooling you comfortably. Choose to use this every morning and/or night.

Notes:

## Calm Breathing

This breathing is used for any situation that requires de-tensing, such as anxiety, anger, fear, or any upsetting emotional state that is unpleasant to you and causes your body physiology to change. Use it at the first signs of muscle tension, rapid breathing, sweating, cold hands, dry mouth, rapid pulse or tunnel vision. It will enhance the blood flow to the brain and calm your physiology to prevent an adrenaline response commonly referred to as the flight or fight response. Start by loosening your tongue, jaw, face, neck, and shoulder muscles. Position yourself comfortably straight with your shoulders back and smile. Feel your breath come in smoothly, comfortably, fully, slowly, and evenly. Imagine tension melting away as each breath is taken. Let each breath flow to any spots that may be tight, loosening them, creating a lightness in each muscle fiber and layer of skin. Use what ever images relax and calm you. It may be light or cool air or warm breezes or ocean waves or rustling leaves. Think of totally relaxing images and notice the color, and shapes, and sounds as you feel the calming effect it has on your body. Use this throughout the day to relax, beginning at the first signs of possible stress. When used often, it will become an automatic response, and situations that used to be stressful will be comfortable experiences. Choose to do this everyday.

**Notes:**

## **Reverse Breathing**

Breathe in reverse, starting with an exhalation instead of an inhalation, and notice how it is continuous with no beginning or end. This will give you more control over your exhalation and stimulate the use of the voluntary muscles of the rib cage, squeezing the air out of your lungs and fully emptying them of CO<sub>2</sub>, the waste product of breathing. When you move more air out, you will automatically take more air in. Starting with an exhalation, and not worrying about inhalation will deepen your breathing and oxygenate you more. Choose to do this for several moments throughout the day, everyday.

**Notes:**

## **Stimulating Breath**

This exercise will improve the circulation in the upper body and can be done providing your balance is good and your back is able to stretch well and comfortably as you bend. Stand with feet shoulder width

apart and knees slightly bent. Inhale slowly and as you do, slowly raise your arms above your head. As you exhale, bend your knees and slowly bow forward from the hips, bringing your arms and head into a relaxed position pointing toward the ground, releasing all tension from the neck, forehead, face, scalp, jaw, tongue, shoulders, back, arms, and hands. Stay in this relaxed position for several moments and slowly inhale as you return to an upright position. Do this daily and whenever the upper body feels tired and needs stimulation.

Notes:

### **Revitalizing Breath (Caffeine Substitute)**

This exercise can be used as a pick me up when tired from driving or sitting still at a monotonous task for a long period of time. It will energize you as you turn back to normal breathing and you may feel a slight wave of energy or a slight vibration go through your body. Sit in a comfortable upright position. Curl your tongue back on the roof of your mouth and begin the breathing exercise by breathing in and out through the nose with the mouth lightly closed. Inhale in short quick equal breaths, feeling the muscles in your neck and your diaphragm. The breaths should be as rapid and quick as possible. Do the exercise for 10-15 seconds only, increasing the duration by 5 seconds each day you feel comfortable doing so, until you are up to one minute in length.

Notes:



## **Relaxing Breath**

This breathing exercise is especially good for reducing anxiety and stress related physical symptoms such as digestive problems, high blood pressure, insomnia and more. This exercise may be done walking, standing or sitting, anywhere, almost anytime. Place the tongue at the roof of your mouth and exhale through the mouth, making an audible sound. Then close your mouth and inhale through your nose to the count of four and hold the breath for a count of seven, then exhale through the mouth making a sound to the count of eight. Repeat this for a total of four cycles, if comfortable to do so, and then breath normally. The length of holding the breath is not as important as maintaining the ratio, so you can adjust the count accordingly until you are practiced enough to slow down the time. Choose to do this twice a day, every day, for approximately one month and then, if comfortable, increase it to eight cycles.

### **Notes:**

# Relaxation Techniques

The benefits of relaxation techniques are as varied as the techniques themselves. The adverse effects of stress on our health are well documented, and the alleviation of those adverse effects by routine implementation of relaxation techniques is also well documented. So what are you waiting for? Chances are you haven't tried any or if you have you haven't made them habitual. Remember what we said earlier, about habits? It takes 21 consecutive days to establish one. This is a test to see if you're paying attention. You may not have found a relaxation technique that works for you. Below are two examples. I encourage you to design your own, using imagery and vocabulary that is pleasant and comfortable for you. You can record them in your own voice, or have a friend record them. Use pleasant background music if you like. When you find a relaxation script that works you will know it. Your muscles will be loose and relaxed and your pulse will be slower, which results in a decrease in blood pressure. Below are some examples and a section to design your own.

## The Mind/Body Wave

The following is a script designed to relax and release tension in your body and/ or in your mind. It's very good to use if you have problems drifting off to sleep. It is best done by recording it very slowly, in a quiet monotone voice. Choose to pause at times that seem natural for you. If you are having some one else record this for you, mark the pauses for them. If there is a word that is uncomfortable for you; change it. The image of jelly may not work for you, so you may, for example, want to substitute the words silky satin or soft cotton. If you have fears about waves and water, because you do not swim, then you may want to substitute the word breeze for wave, and the word air for water. If you have particularly tense shoulders or a stiff lower back, feel free to add extra lines to the script to help you relax more and longer in this portion of the exercise. Space is provided between each line for any rewrites you may wish to do. Just as designer clothes fit best; designer scripts relax the most. Guided visualization scripts do not work for everyone, as we all are not the same. What's comfortable for me, i.e. feathers, may be very uncomfortable for you.

Some lines in the script do not make sense, and are written that way with the purpose of giving your conscious mind a rest. When something doesn't make sense, your "train of thought" is interrupted; hence a brief pause in your thinking process, which rests the conscious part of your mind momentarily. Revise the following, so it is relaxing and comfortable for you, and then record it.

## Spreading Waves

**Begin by spending as much time as you need,  
finding a position that is comfortable for you,  
whatever that may be.**

**You may want to close your eyes. or leave them open.**

**You may wish to look around. or focus on something in the room.**

**You may imagine seeing the soft yellow flame of a candle waving before you.**

**Take as much time as you would like to do this..**

**T h a t ' s r i g h t . .**

**As you relax, in a way that is right for you,**

feel your body resting against the surface that supports you.

Feel your weight fall, as you let go, and become light.

feel your muscles blending with the surface that supports you.

Notice, as you breathe in, the temperature of the air.

feeling it warmer, as you breathe out.

Notice how slow. and easy. and deep. you are able to breathe

as the awareness of your breath becomes relief. and warmth. and coolness.

As you are feeling the surface that supports you. and the air that you breathe.

listen to any sounds that may or may not be present,

hearing what you see over hear from there.

seeing what you see. and hearing what you hear. and feeling what you feel.

Slowly at a pace that is peaceful for you,

begin now to feel a wave of comfort closely later,

lapping at your toes and gradually moving up your foot.

slowly toward your ankle.

Let the wave move over and around and behind your foot,

warming you to a temperature that is comfortable,

as you inhale and exhale, allowing your breathing

to become calmer and deeper in a way that is just right for you.

T h a t ` s R i g h t . .

Let the wave feel like warm jelly as it moves up your leg,

over and around the calf, warming and relaxing..

moving over the knee and up the leg.

surrounding the muscles in a moving blanket of warmth and comfort.

You can take as much time later from here as you now.

and feel the wave moving over and around your toes and feet and legs..

Feel the wave of comfort, breathing with it, slowly. deeply.. evenly.

Allow it to be natural and fluid.

Breathe in pulling the wave up your body as it surrounds your hips and your belly.

Let it cover your seat and lower back and gently swirl around and up,  
moving toward and covering your chest and shoulder blades,  
relaxing each rib in the front and each vertebrae in the back,  
knowing where to go.. to quietly release the tension.

Let it go under your arms, and feel your torso gently wrapped in waves of comfort.

Take a much time as you need, to feel the effects of the warm wave.

from where it's been.

where it is.. and how it moves to relax and comfort..

T h a t ` s R i g h t .

Let the wave slide over your collar bone and shoulders, spreading down your arm.

Feel it move over and around your muscles.

to the elbow and down over the forearm,

swirling around your wrist, and over the palm of the hand. gently stroking.

moving to every finger, swirling around, gently tugging each one separately.

Feel the wave all over your arms.

Let the wave gently move to your neck. spreading deep inside the muscles.

Let it move gently over your throat and under your chin,  
spreading to and around your ears, covering the front of your face,  
relaxing all the facial muscles and your eyes. from the inside out.

Let it swirl over and around the back of your head.

T h a t ` s R i g h t .

Continue with the wave, moving it from here to near, and over, later.

Letting the wave go. wherever you would like, as you breath it in and out,  
moving it in gentle swirls where it will flow the easiest and relax the most.

T h a t ` s R i g h t .

**Feeling Good**

Finding a position that is comfortable for you, relax in whatever way you may,

letting your mind go to pleasant thoughts of gold stars and home runs.

Pretend to be in a favorite room with pleasant past experiences.

feeling good about something you are good at.

Take your time to be peaceful with the experience,

as you remember a time when you were loved well. melting into it...

T h a t ` s R i g h t . .

Realize you are the main character in your story and appreciated for who you are.

Melt again. with the good feelings surrounding you,

and see what you see, as you hear what you hear, while you feel what you feeling..

letting the feeling spread. filling the space between the spaces.

Watch yourself from a distance.

aappreciating

you.. and who you are. and where you are.

maybe seeing and remembering accomplishing something difficult in the past.

As you float, and melt, and smile, notice how even, calm, and deep you breathe.

T h a t ' s R i g h t .

Look around at others holding you in high regard, as they see you just as you are.

Imagine to possess an awareness and knowingness that soothes and comforts.

Know that you know you know all there is to know of goodness.

Breathe with this feeling as it melts around and within you.

taking all

the time you need.

That's Right.

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# Tips

Everybody likes a hot tip, especially at the race track. This section is a collection of tips, but like a hot tip at the race track, it may not necessarily pay off. What helps me manage my stress, may induce stress with you, so read through the lists and circle those things you think may work for you. You may even want to try some of the suggestions that you don't think will work. What ever you do, continue to try different things until you find what works, and then stick with it. Have fun trying new things and give yourself encouragement along the way for continuing to grow. Finding ways to cope with inattention, impulsivity, and/or hyperactivity can be an adventure, and the following are some tips to get you started.

## Time Management Tips

Time flies, but remember. you are the navigator!

### Time Management Helpers

- Establish a system of priorities, selecting daily what needs to be done the most to least.
- Plan a priority list the evening before.
- Start each day with the most important task and stick with it until completion.
- Do only one thing at a time.

### Time Management Saboteurs

- Disorganization.
- Inflexibility
- Poor study habits.
- Perfectionism vs. productivity.
- Poor recall and memory.
- Procrastination.
- Unrealistic scheduling of time.
- Misplaced items.

- Process paper work only once.
- Get your name taken off junk mail lists.
- Group similar tasks together.
- Do things as soon as possible without procrastination.
- Summarize and be brief with reports.
- Delegate generously and effectively, following up often.
- Screen calls and schedule telephone time for call backs.
- Stick to a strict meeting agenda, starting and ending on time.
- Schedule goof off time.
- Lack of creativity.

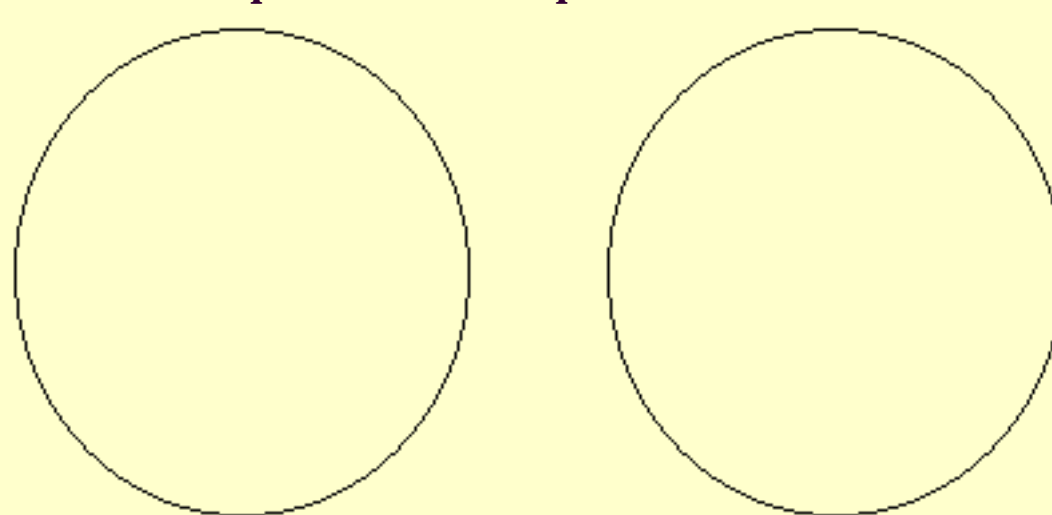
# Time Management

The following is an exercise to expand your awareness of how you spend your time now and how you might spend your time to have more balance in the activities you are currently doing or would like to do. There is also a planning sheet to record target dates for certain goals you have in mind, so progress can be recorded. It also allows for deciding how often and how much time you will set aside time to work on these goals. The planning sheet is just an example of something that can be used to keep you focused and aware of target dates. I encourage you to design your own in format that will work even better for you. There are various time management planners available in stationary and bookstores to purchase and use, or get ideas from to design your own unique system.

My Life Now

My Life Balanced

Graph How You Spend Your Time



Ideas:

- Home
- Recognition
- Family
- Self Time
- Exercise
- Faith
- Goal Planning
- Education
- Friends
- Health
- Personal Growth
- Work
- Fun
- Finance
- Volunteer

- Name your personal and professional priorities:
- Rank the things you do each day/week from the most time consuming to the least.

(Most)

- 
- 
- 
- 
- 
- 
- 
- 
- 

(Least)

- 

### Areas of Commitment Time Management

- Physical
- Educational
- Professional
- Relational
- Emotional
- Spiritual
- Misc.

### Target Times for Future Goals    Action Plan Scheduling

Tomorrow	Amount of Time
Next Week	Daily
Next Month	Weekly
Next Year	Monthly
5 Years From Now	Yearly
10 Years From Now	Every 5 years
	Every 10 years

### Time Management Commitment

Area of Commitment \_\_\_\_\_

Statement of Commitment Toward Goal (positive - moving toward) \_\_\_\_\_

Target Time \_\_\_\_\_

How is this commitment important to you and others?

Criteria used to measure accomplishment of stated commitment. How will you know you have it?

Steps To Be Taken:

Target Times:

1. \_\_\_\_\_

\_\_\_\_\_

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Action Plan for Steps

Amount of Time PROGRESS NOTES:

(Daily, Weekly Monthly, Yearly, etc.)

1. \_\_\_\_\_

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_











# Tips To Manage Stress

1. Don't sweat the small stuff. Don't try to ignore feelings of aggravation. Acknowledge them, then look beyond them to specific solutions. If that's not possible; then know that in the next hour, day, or week, the situation will change. Keep your perspective. Are the crises of two years ago important now, or have they been forgotten? Small stressors loom large in the present, but fade quickly if you let them. See them for what they are: small irritants, not earthshaking crises. Mark Twain used to say, "I've had a lot of worries in my life, most of which have never happened."
2. Don't let guilt get to you. Guilt is destructive and can be a major source of unrelenting stress. If you have regrets, and it is possible to apologize to someone or repair some damage done, then do so and move on. Don't let others manipulate you using guilt. Do what you need to do, to make sure it doesn't happen again and be grateful for the lessons learned.
3. Develop coping strategies. Learn that you are not helpless in the situations that trigger stressful responses. Use these triggers to develop more resourceful and useful responses.
4. Learn to accept and adapt to change. Learn to have faith and practice being optimistic even in uncertain situations. Recognize that even the darkest clouds have a silver lining. Look for the opportunity to learn and grow and become more flexible through adversity. Take a leadership approach to problem solving. Don't let your problems immobilize you.
5. Change the way you look at stress. Stress is not an external force. It is the way you react to people, places and things. You have control over that. Look for choices and alternatives. Don't let fear take over. Break the problem down into small chunks that can be managed. See difficult situations as a chance to improve your problem solving skills. See them as enjoyable and challenging. Remember that things turn out best for people who make the best of the way things turn out.
6. Develop a support system. Everyone needs at least one person who acts as a sounding board. Choose some one you feel safe with, who you know you can share your hopes and fears with, without being judged. Just verbalizing feelings can be a great source of relief. Friends multiply joy and divide sorrow.
7. Learn to accept the things you can not change. The serenity prayer says it all: "God grant me the serenity to accept the things I can not change, the courage to change the things I can, and the wisdom to know the difference." Patience plays a large role in learning to accept what you can not change. Practice it often and it will become easier with time. Patience is sometimes putting up with people you would like to pu down. Don't confuse acceptance with becoming helpless. Keeping busy and understanding that life is cyclical and ups and downs are all a part of the process will help.

8. Develop a personalized anti-stress regimen. This regimen should emphasize a healthy diet, exercise, and relaxation. It should be convenient, time effective, inexpensive and most important of all, enjoyable. Experimentation can provide you with one that is just right for you!
9. Don't take it personally. Fate doesn't single you out. When you are the target of someone else's bad day, just remember that if you weren't there, someone else would be the target instead. By not taking other's negative behavior personally, you can break the stress cycle. You shouldn't accept unpleasantness passively, but assert your right to be treated with respect, or temporarily remove yourself from the situation.
10. Believe in yourself. You are your own best friend. Remember that courage is believing in yourself when no one else does. Know that you have all the resources within you to make the changes you need to make and to meet all the challenges that life presents you with. This doesn't mean you have to do it alone. True strength is in knowing when to ask for help. Self confidence is trusting in yourself to meet life's challenges with a smile.

# **Tips For Dealing With Perfectionism**

- 1. Establish priorities. Making a list, helps to see what needs to be done first.**
- 2. Set realistic expectations. Once again, making a list may help to see there are not enough hours in the day to get everything done that you would like to accomplish.**
- 3. Realize you can't be perfect all of the time. We all make mistakes. Need I say more?**
- 4. Recognize that no one expects you to be perfect all of the time. We all make mistakes. Need I say more?**
- 5. Realize you can make "mistakes". Allow them and forgive yourself. We all make mistakes. Need I say more?**
- 6. Schedule time to correct "mistakes" before deadlines. What can be done, can be un-done or re-done, given enough time.**
- 7. See "mistakes" as learning experiences. Remember how much fun it was as a kid learning something? When things didn't go as expected, we weren't terrified we had done something "wrong". We learned to feel that way with time.**
- 8. Value quality of work on time vs. perfect work late. Sometimes our mediocre work is really much better than we think it is, only because we know what we can do, given the extra time. Stick to your time limits and look at what you did do as good and don't get caught up thinking about what you could have done.**



# Tips To Plan And Schedule Efficiently

1. Use a daytimer or calendar that is large enough to write down what you need to do and when. You may want the page big enough to record brief facts, or telephone numbers you need to call, or short directions to where you need to go.
2. Many ADDers find computer programs for planning and time management very beneficial. Making lists and checking off items when they are done is an excellent strategy.
3. Learning how to make and use an outline is excellent for planning, as you are able to tell at a glance what groups of activities need to be done together and in what order. Once again computer programs may be very beneficial in helping you to do this.
4. Once you find a planning system that works for you, make sure you continue to use it even though you may start to feel like you don't need it anymore. If it's working, stick with it and refine it as you grow.
5. Set aside time for evaluating how your planning and scheduling system is working and what changes may need to be made.
6. Always have a pad and pencil handy for recording things you need to remember and a place to put those notes to refer to until done.
7. Routine usually works best, but is not always possible with some schedules or may not be preferred by many, so if you can do things routinely, this may help.
8. Have down time and fun time scheduled to help prevent becoming overwhelmed or burnt out.



9. Allow others to participate in the planning process at work and at home. Results generally improve when people are allowed to participate in the planning process.
10. Make tedious tasks fun, by planning them as special events, and invite friends to help you stuff those envelopes while you enjoy pizza and chat.
11. Schedule work trades for things you don't like to do for things you do like to do.
12. Learn to delegate by making a list of tasks that fit into the following categories:
  - Tasks only you can do. Tasks you should do, but others could do.
  - Tasks you could do, but others would if given the responsibility.
  - Tasks others should do, but you can help with if necessary. Tasks only others can do.
13. Follow up on any tasks that are delegated. This will be time well spent, as it will help avoid doing the whole thing over or rushing to get it done at the last minute.
14. Gather all the thoughts and ideas you have first, before beginning a project.
15. List what your criteria are for success. If you are planning a project, these criteria should be measurable, so you know you have accomplished what you set out to do.
16. Identify any resources or materials you may need before planning or scheduling a project. Be sure to have them ready when they are needed, so you can keep on schedule.

17. **Knowing what your standards of performance are for each project will help you estimate the time you need to set aside for that project. If what you are planning is very important, and needs to be high quality work, then you will need to schedule sufficient time to make this happen.**
18. **When planning projects of all magnitudes, it is a good idea to list your objectives. This makes determining the amount of time you will need easier.**
19. **Check your progress at each planning stage, and congratulate yourself for each step along the way.**
20. **Always delineate responsibility and authority when delegating duties, or planning with others.**

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# **Tips For Remembering**

- 1. As a general rule, we process, and are able to remember, seven plus or minus two, bits of information at time. That is why we are often unable to remember totally foreign phone numbers, as the area code and number, totals ten bits of information. We are more likely to be able to process and remember a local number, because we already know the area code and first three numbers of the exchange. Those six numbers are processed as two bits of information to be remembered, and the last four digits brings the total up to six, an amount that can usually be processed and remembered. Keep this in mind when processing information to assist you.**
- 2. When remembering things for later use, group facts you want to remember with facts you already know. This will help you to recall them later.**
- 3. Make pictures of what you would like to remember in your mind's eye, storing them in the upper left hand corner of a make-believe screen. Make the pictures outrageous, by making them larger than life, or very tiny. Make them odd colors. Make multiple images of the same thing, giving them movement. Example: When you set your keys down on a counter, make an image of them bursting into bright purple flames and burning a hole in the counter top. When you are ready to leave, chances are you will remember where you put your keys.**
- 4. Get curious. Before reading, scan the material very fast, just to get a vague idea of what the material is about, then ask yourself as many questions as you can about what you would like to know.**
- 5. Group subjects and information in ways that make sense to you for easier retrieval later. Make one subject relate to another.**

6. Try using white noise tapes for better concentration while reading.
7. Read the material out loud, or walk around while reading. Read it into a recorder and play it back.
8. Use your hand to scan the page as you read, keeping it constantly moving forward so you are not reading the same lines over and over.
9. Make silly rhymes or sing the information to a favorite tune.
10. Always repeat names and make an association with what they do or what they look like. Example: Carolyn the caterer really cares about clams.
11. Be as visual as you can with your memory. Picture the things you would like to remember stacked on something you already have in your memory. Example: Picture the items you would like to remember to get at the grocery store on different parts of your body, making the images as outrageous in color and movement as you can. See yourself with purple bananas on your head, a black carton of milk on your shoulder, balancing three square cans of soup on the right foot and a bottle of soy sauce on the left foot with a smoking newspaper stuffed between your teeth and apples popping out of the left ear while tiny loaves on bread dangle from the other ear.
12. Learn to take notes the way that works for you. Outline forms work best for some, while paragraphs work best for others. Drawing a picture or diagram of an idea may help you remember better.





# Favorite Tips

After you have selected and tried some of the preceding tips, record below which tips worked best for you in the following categories:

**Time Management:**

**Procrastination:**

**Stress:**

**Perfectionism:**

**Planning and Scheduling:**

**Remembering:**

Organization:

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## Relaxed Response Technique

At the first signs of a stressful situation, there are steps you can take to be proactive that will counteract the negative effect stress has on your physiology. The following is a game plan you can use time and time again to keep calm and focused. If you use it often, it will become habitual and automatic, keeping you relaxed in a variety of situations.

### **1. Continue breathing.**

We are not always aware that we hold our breath when we encounter stress, so at the very beginning of a stressful situation, be certain that you continue breathing without interruption. Breathe smoothly, deeply and evenly at the very first trigger . Breathe deep from the diaphragm, if you can, making sure to exhale completely.

### **2. Smile and throw your shoulders back.**

A smile increases blood flow to the brain and transmits nerve impulses from the facial muscles to the limbic system, a key emotional center of the brain. Smiling changes your emotional state favorably, by stimulating the release of certain neuro transmitters. Sit up, or stand up straight, as you smile, balancing your posture by lifting up your head and chin. Relax your jaw and shoulders. Pretend that your spine has a thread running through it and out the top of your head and that someone is gently tugging on it to pull you up straight. Smile and let yourself you feel happy and light, as your body relaxes.

### **3. Make a wave of relaxation spread over your body.**

Create a "wave of relaxation" through your body as if you're standing in the ocean. If the image of water is uncomfortable for you, make an image of a warm breeze blowing over you. Have the wave or breeze wash or blow away all unnecessary tension. Keep your mind and body calm. Feel centered and in control.

### **4. Take control of the situation.**

Take control of the situation by accepting it as it is. Avoid the paralysis of analysis. Don't start to fret with useless questions

like, "Why is this happening to me?" Ask yourself, "What can I do right now that will make this situation better?" Quickly look for solutions instead of getting locked on the problem. Focus on what you can control, instead of what you can't. Choose to learn from the experience. Listen with an open mind, trying to resolve conflict, rather than create it. Apply your own personal golden rule or spiritual philosophy in place of anxiety or anger. Think clear honest thoughts and protect yourself without hurting other people.

Record Below Four Situations To Practice The Above Relaxed Response Technique:

1.) \_\_\_\_\_

\_\_\_\_\_

2.) \_\_\_\_\_

\_\_\_\_\_

3.) \_\_\_\_\_

\_\_\_\_\_

4.) \_\_\_\_\_

\_\_\_\_\_

## **Communication Formula**

**The following formula can be used to communicate effectively and gently:**

**I feel \_\_\_\_\_ (A) \_\_\_\_\_, when you \_\_\_\_\_ (B) \_\_\_\_\_, and \_\_\_\_\_ (C) \_\_\_\_\_ would be a great solution.**

- A. Always start with an I statement. It provokes less of a defensive reaction than starting by saying, "You make me feel.." State clearly and accurately how you feel. You may feel angry, hurt, or sad.**
- B. Next tell the person what they did to make you feel that way. Do not be judgmental by saying something like, "when you are mean to me." Instead, state exactly what it is they did, such as raise their voice, not return your call, or used a label you don't like.**
- C. Then, tell them exactly what it is you expect them to do the next time, so they don't have to guess. Be clear about your expectations.**

**Record Below Three Examples Of How You Could Use The Communication Formula:**

**1. I feel \_\_\_\_\_ when you \_\_\_\_\_**

\_\_\_\_\_ and

\_\_\_\_\_ would be a great solution.

2. I feel \_\_\_\_\_ when you  
\_\_\_\_\_ and

\_\_\_\_\_ would be a great solution.

3. I feel \_\_\_\_\_ when  
you \_\_\_\_\_ and

\_\_\_\_\_ would be a great solution.

## **Responding To Criticism**

Responding to criticism can be easy to do, when you learn to do so, assertively with out attacking or surrendering to the criticism. You may respond to accurate criticism appropriately by acknowledging the criticism with dignity, protecting your self-esteem. Inaccurate criticism can be responded to by "fogging", a gentle technique that protects you and doesn't attack the critic. Vague or over-generalized criticism can be responded to with an appropriate technique of questioning to clarify the issue.

### **Accurate Criticism**

The first step is to acknowledge the criticism and any truth there is to the statement. When the criticism is accurate, acknowledge so, by saying you're right and paraphrasing the criticism, so you both know what you are in agreement about. If a thank you or an explanation seems appropriate, then briefly do so and get on with other things. Don't dwell on the criticism, yet be determined about ways in which you can learn from it.

Record Below Three Examples Of Accurate Criticisms And How You Would Respond:

Criticism: \_\_\_\_\_

Response: \_\_\_\_\_

\_\_\_\_\_

Criticism: \_\_\_\_\_

Response: \_\_\_\_\_

\_\_\_\_\_

Criticism: \_\_\_\_\_

Response: \_\_\_\_\_

\_\_\_\_\_

### **Inaccurate Criticism**

When you are given an inaccurate criticism, you can use "fogging" as a technique to respond. This involves a token agreement with the critic by agreeing only in part. Example: If someone says you are undependable you can respond by saying that you

sometimes forget appointments. You are not agreeing that you are undependable and you are acknowledging that you do forget on occasion. You can also agree about the possibility of the critic being right, by responding with, "Yes, I might be undependable at times." You could also agree just with the principle of the criticism by restating the principle behind the criticism, such as, "You're right, being late is undependable."

**Record Below Three Examples Of Inaccurate Criticisms And How You Would Respond:**

Criticism: \_\_\_\_\_

Response: \_\_\_\_\_

\_\_\_\_\_

Criticism: \_\_\_\_\_

Response: \_\_\_\_\_

\_\_\_\_\_

Criticism: \_\_\_\_\_

Response: \_\_\_\_\_

\_\_\_\_\_

### **Vague or Over- Generalized Criticism**

A lot of criticism is vague and needs to be clarified with questioning before you can decide how to respond. Stay away from why questioning and use how, what, where and when questioning to clarify the details. Example: If someone says that what you are doing annoys them, ask specifically how it is annoying and when it annoys.

**Record Below Three Examples of Vague and Over-generalized Criticisms and How You Would Respond:**

**Criticism:** \_\_\_\_\_

**Response:** \_\_\_\_\_

\_\_\_\_\_

**Criticism:** \_\_\_\_\_

**Response:** \_\_\_\_\_

\_\_\_\_\_

**Criticism:** \_\_\_\_\_

**Response:** \_\_\_\_\_

\_\_\_\_\_





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## **Support and Information Resources**

### **For general information:**

#### ***Children and Adults with Attention Deficit Disorders (CH.A.D.D.)***

499 Northwest 70<sup>th</sup> Avenue, Suite 109  
Plantation, FL 33317  
Info Line (954) 587-3700 Fax (954) 587-4599

#### ***ADDult Support Network***

Mary Jane Johnson  
2620 Ivy Place  
Toledo, OH 43613

#### ***Attention Deficit Resource Center***

Lawrence L. Melear, Ph.D., Director  
1344 Johnson Ferry Road Suite 14  
Marietta, GA 30068  
1-800-537-3784

#### ***Attention Deficit Disorder Association (ADDA)***

PO Box 972  
Mentor, Ohio 44062  
(800) 487-2282  
(216) 350-9595  
information by fax: (313) 769-6729

#### ***Attention Deficit Information Network, Inc. (AD-IN)***

475 Hillside Avenue  
Needham, MA 02194  
(617)455-9895

#### ***STEP Systematic Training For Effective Parenting***

STEP AGS Publishers' Building  
Circle Pines, MN 55014

#### ***Self-Help Clearing House***

St. Claire's Riverside Medical Center  
Pocono Road

Denville, NJ 07834  
(201) 625-9565

*For information on higher education for people with disabilities:*

***HEALTH Resource Center***

*National Clearinghouse on Postsecondary Education for Individuals with Disabilities  
American Council on Education  
One Dupont Circle, NW, Suite 800  
Washington, DC 20036*

202. 939-9320  
800. 544-3284

***Association for Higher Education for Adults with Disabilities (AHEAD)***

*PO Box 21192  
Columbus, OH 43221  
(614)488-4972*

*For information on learning disabilities:*

***Association of Learning Disabled Adults (ALDA)***

*PO Box 9722 Friendship Station  
Washington, DC 20016*

***Learning Disabilities Association of America (LDA)***

*4156 Library Road  
Pittsburgh, PA 15234  
(412) 341-8077*

***National Network of Learning Disabled Adults (NNLDA)***

*808 West 82<sup>nd</sup> Street, F2  
Scottsdale, Arizona 85257*

***National Rehabilitation Information Center (NARIC)***

*8455 Colesville Road, Suite 935  
Silver Spring, MD 20910-3319  
(301) 588-9284  
(800) 34-NARIC*

***National Center for Learning Disabilities***

*381 Park Avenue South, Suite 1420  
New York, NY 10016  
(212) 545-7510*

***Orton Dyslexia Society***

*Chester Building, Suite 382  
8600 La Salle Road*

Baltimore, MD 21286-2044  
(410)296-0232

***Learning Disabilities Association of America***

4156 Library Road  
Pittsburg, PA 15234  
(412) 341-1515

For Information on legal rights and accommodations:

***The Rebus Institute***

198 Taylor Boulevard  
Suite 201  
Millbrae, CA 94030

***The Office of Civil Rights***

US Department Of Education  
400 Maryland Ave., SW  
Washington, DC 20202  
(202)401-3020

***Disability Rights Education and Defense Fund (DREDF)***

2212 Sixth Street  
Berkeley, CA 94710  
(800)466-4232

***Equal Employment Opportunity Commission (EEOC)***

1801 L Street, NW  
Washington, DC 20507  
(800)669-3362

***National Center for Law and Learning Disabilities***

PO Box 368  
Cabin John, MD 20818  
(301)469-8308

***Department of Justice***

Americans with Disabilities Act (ADA) Information  
(202)514-0301

***Equal Opportunity Employment Commission***

ADA Information

800. 669-4000

***Job Accommodation Network***

(800)526-7234



***Hot Line for Information Related to the Americans With Disabilities Act (ADA)***

(800)872-2253

For information on advocacy:

***ADD Advocacy Group***

East Crest Ridge Circle

Aurora, CO 80015

((305)587-3700

For information on vocational and postsecondary school organizations

***Association of Independent Colleges and Schools***

One Dupont Circle, NW

Washington, DC 20036

***National Center for Research in Vocational Education***

1960 Kenny Road

Columbus, OH 43210

1-800-848-4815

614. 486-3655

***National Association for Trade and Technical Schools***

2252 Wisconsin Avenue, NW

Washington, DC 20007

***National Association of Vocational Education Special Needs Personell (NAVESNP)***

2020 14<sup>th</sup> Street

Arlington, VA 22201

(703) 522-6121

Information for obtaining learning materials:

***A.D.D. Warehouse***

300 Northwest 70<sup>th</sup> Ave. Suite 102

Plantation, FL 33317

1-800-233-9273

***Recording for the Blind Inc. (RFB)***

20 Roszel Road

Princeton, NJ 08540

1-800-221-4492

609. 452-0606

***Talking Books***

National Library Service for the Blind and Physically Handicapped  
The Library of Congress (NLS)  
1291 Taylor Street, NW  
Washington, DC 20542

202. 8882-5500

For information on computer resources:

***ABLEDATA National Rehabilitation Information Center***

The Catholic University of America  
4407 Eighth Street, NE  
Washington, DC 20017  
(202) 635-5822

For information on electronic bulletin boards:

A variety of on-line support groups are available through several computer services. Look for files labeled attention deficits or learning disabilities. You can network with other ADDers across the country using these services.

For information on alternative medicine:

***Office of Alternative Medicine Clearinghouse***

PO Box 8218  
Silver Spring, MD 20907-8218 888.644.6226 (Telephone, TTy)  
301.495.4957 (Fax)  
*Web site: <http://www.altmed.od.nih.gov>*

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