

ADHD AT WORK: STAYING ON TASK

Adults with attention deficit hyperactivity disorder (ADHD) face many challenges in the workplace. Following directions, focusing, paying attention to details, completing projects, and organizing tasks are just a few problems that can arise at work. Business meetings are another example of a situation at work that may be challenging if you have ADHD. A long meeting is a recipe for distraction, but there are ways to mitigate the symptoms of ADHD that may crop up in these environments and help adults with ADHD stay on task.

STRATEGIES FOR BUSINESS MEETINGS



Choose Your Seat Carefully

- Arrive early to secure a seat away from distractions.
- Try to choose a seat close to the person leading the meeting so that your focus and attention remain on the subject of the meeting.



Prepare In Advance

- By preparing ahead of time you can avoid the risk of impulsive comments or interruptions.
- If materials are provided prior to the meeting, read through them carefully
- Make a list of questions you might have or ideas you want to share.
- If materials are not available in advance, work with colleagues to discuss the topic of the meeting and go over a few ideas to organize your thoughts.



Exercise Before The Meeting

- Physical activity arouses the brain and improves focus.
- Taking a brisk walk up and down the nearest stairs a few times or a few laps around the building will do the trick.



Eat Some Protein

- Protein helps balance your blood sugar and focus.
- Fill up on a high protein snack before the meeting to give your brain a boost.
- Keep snack packs of raw nuts handy to eat on the go.
- Other good choices are lean chicken and turkey.



Keep A Fidget Toy In Your Pocket

- Attempting to suppress the need to move can actually intensify the feeling.
- A great way to cope with the urge to move and fidget during a meeting is to keep a small stress ball or fidget toy in your pocket, which will meet the need without disrupting the meeting.



Enlist Support

- Seek out one supportive co-worker to help you stay focused and follow through on items discussed in the meeting.
- Develop a secret signal your colleague can use to help get your attention if your mind wanders.
- Schedule time to meet with that colleague after the meeting for a quick recap and to discuss any lingering questions.

The best thing you can do is identify and track your own symptoms. When you know your specific triggers and how your brain responds to lengthy meetings, you can implement the strategies that work best for you.

Source: Psycom.net

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