

Thrive *with ADD*

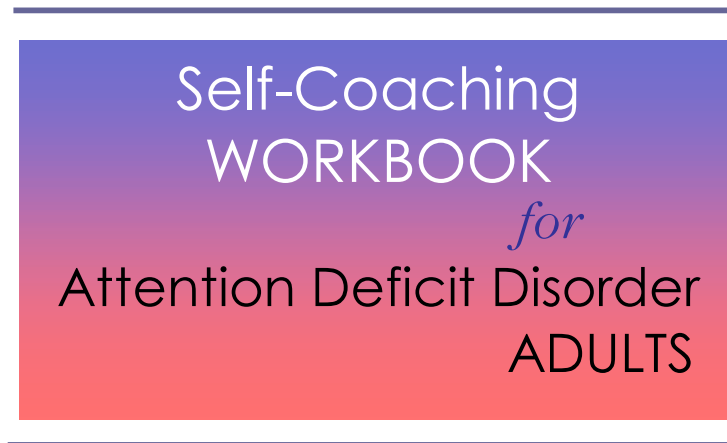


Table of Contents

Workshop Introduction	1
Components of the Workshop.....	1
How to Gain Maximum Benefit.....	2
PART 1	3
What is Attention Deficit Disorder, & What Does it Mean to You? ...	4
Typical Traits of ADD	5
Reality versus the Stereotypes.....	5
Typical Traits of ADD Adults.....	5
Terminology and Concepts	11
ADD or ADHD?.....	11
Attention Deficit Disorder	11
Intelligence and Creativity	12
Attention	12
Executive Functions of the Brain.....	13

Distraction and Interest.....	13
Brain-Freeze Under Pressure.....	14
Impulsivity.....	14
Memory.....	14
Addiction.....	15
Accompanying Conditions.....	15
Genetics.....	16

Attention Challenges 19

The Paradox of ADD.....	19
Distraction.....	19

Hyper-Focus 24

Genuine Interest is Key.....	24
Asset or a Problem?.....	25

Habits and Rituals 28

Habitual Behavior.....	28
Rituals.....	31

ADD-Influenced Beliefs 36

A Contradictory Belief System.....	36
Pessimism.....	36
Over-Optimism.....	39

Modalities 42

How Your Learn, Focus and Remember.....	42
---	----

PART 2 49

Making It Work for You 51

Developing Customized Strategies.....	51
---------------------------------------	----

Ordinary Tasks 53

Recognizing and Acknowledging your “Dogs”.....	53
Do, Dump or Delegate.....	56

Details	58
Sustaining Focus on the Small Stuff	58
Follow-Through	61
Getting from Idea to Implementation	61
Coach's Advice: Strategies for Randy	63
Create a Project Plan or Progress Chart.....	65
How to Use Mind-Mapping.....	68
Structure & Environment	75
Finding the Right Fit for You	75
Structure / Environment Considerations for Students	79
Distraction	82
Solutions to Control Your Focus.....	82
Clutter and Disorganization	85
Steps to Clear Clutter: Flow, Space, Time and Tracking	85
Disorganization: Getting Clarity on What, When, and Where	93
Procrastination	92
Reasons Why You Can't Get Started	92
Procrastination – Consciously Putting Things Off	92
Poor Time Sense	93
The Need to Please	93
The Need for Crisis or Deadline.....	94
Distraction – Good Intentions Get Derailed	96
Pulled by Competing Priorities	96
Things Always Come Up	97
Focus Challenges	97
Paralysis – Getting Stuck Before You Begin	99
The State of Overwhelm.....	99
Fear of the Outcome	100
Trouble with Transitions.....	101

Perfectionism	104
Breaking Its Grip When It's Holding You Back.....	104
Multi-Tasking	109
Right and Wrong Ways to Use this Talent	109
Lateness	113
Dealing with Chronic Lateness	113
Time Sense" – The Essential Ingredient	114
How to Develop Your Time Sense.....	116
THE TIME SENSE EXERCISE	123
Time Management	124
Planning: How You Manage Time	124
A Blueprint for Planning	124
CASE STUDY in PLANNING: Arnold's Garage	126
When You Don't Have a Due Date	126
Prioritizing: How You Spend Your Time	130
Determining Urgency and Importance	130
CASE STUDY in PRIORITIZING: Julia's Risk Assessment	131
Continuous Improvement in Time Management	136
Conclusion	139
One-on-one Coaching.....	139
Supplemental Information	140
The Attention Movie" On-line.....	141