

# 4 TOOLS FOR ADHD PRODUCTIVITY

## 1. **Stop Magical Thinking With Time** I.E. thinking a task will take less time

- Use pomodoro - see how many 25 min increments it takes you to finish
- Time yourself doing a task (washing dishes, homework etc) - then you recognize that this task might actually only take 10-20 minutes
- Have someone else time you

## 2. **Monotasking**

- Work on a list and do it one at a time
- Time blocking (pomodoros)
- Batch tasks together (check emails 2x a day; submit billing at the same time as the tasks)
- Set themes each month or day of week (i.e. Sundays are for laundry)
- "Dual class" mono tasking - pick two things (if get bored of one task, move to other task and back and forth for those of us that need variety)
- Hold something in your hand instead of phone like a stress ball or even a rock

## 3. **Body Doubling**

- Person or pet is present with us while we work - gentle form of accountability (good for lengthy, repetitive or boring tasks)
- Ask someone to work on tasks together (writing group)
- Use body doubling with library or Starbucks
- Put on Youtube video of coffee shop ambiance

## 4. **Pomodoro**

- Pomodoro - using a timer to stop magical thinking (thinking we have more time)
- Choose task to work on
- Set timer for 25 minutes (gives you set amount of time)
- Work on that task only for 25 minutes (turn phone off)
- 5 minute break with reward
- Work another 25 minutes followed by 5 minute break

# APPS FOR ADHD

## To Wake Up:

- Wake N Shake (for iPhone) - You have to vigorously shake your iPhone to shut off the alarm.
- I Can't Wake Up! (for Android) - You have to do eight wake-up tasks before the alarm is silenced.
- Clocky and Tocky - These alarm clocks jump off your nightstand and roll around the room while playing your favorite MP3s.

## Calm Down, Fall Asleep

- Relax Melodies (for iPhone) - Creates a white noise ambience for falling asleep or meditation.
- Relax Completely (for iPhone and Android) - A hypnotherapist puts you in a relaxed state.
- White Noise (for iPhone) or White Noise Lite (for Android) - Features natural and man-made sounds.

## Keep Track of Time

- Watchminder - Set alarms and get reminders to help you focus.
- TimeTimer - Displays the passage of time visually.
- Pomodoro Timer Lite (for Android) - Focus for 25 minutes, and the timer signals it's time for a break.
- FocusTime (for iPhone) - Set work and break intervals.
- Engross - pomodoro timer, press a button on the screen every time you get distracted, and the app will compile statistics about when you are most distracted throughout the day.

## Find Lost Items

- Find My iPhone - Allows you to find your phone from other apple product
- Find One Find All - Attach a sensor to your keys or other items. Press a button and the item beeps.
- Tile - Attach sensor to items and find with your phone. Press sensor twice on item (like wallet, keys etc), it will make your phone ring

## Reminders

- ICalendar (for iPhone); Google Calendar (for Android) - Both sync with cell phones, allowing you to schedule online, and to send reminders by e-mail or text.
- Watchminder - Organize schedules and manage time. .

# APPS FOR ADHD

## **Listen to Printed Documents**

- Voice Dream - Listen to PDF and Word documents, e-books, articles, and Web pages anywhere with this text-to-speech app.
- Read & Write Gold Text-to-speech software similar to Voice Dream.

## **Turn Speech Into Words**

- Dragon Dictation (for iPhone and Android) - A speech-to-type app that allows you to speak and instantly see your e-mail and text messages.
- Dragon Naturally Speaking - The software types what you say. You can launch applications, open files, and control your mouse with your voice.

## **Notes**

- Sky Wifi Smartpen The pen not only writes but records everything you write and hear.
- Evernote - Allows you to take notes digitally and upload written notes to the app.