

Free ADHD Guide: The Secret to Getting Things Done

By Ted Behr, CPCC, ADHD Life Coach

- *Are you frustrated and stressed because you struggle each day to get through your To Do list?*
- *Are distractions, interruptions, and disorganization keeping you from getting anything done?*

I can tell you this was true for me for many years, and still is some days, and is true for many of the ADHD clients I work with. The challenges that come with having ADHD can make it difficult to successfully accomplish what we need to in order to feel secure in our lives - whatever that means to each of us.



You probably know you could change this with just a few adjustments to how you go about your day. I am sure you have read up on organizational strategies, like how to manage your To Do list, how to overcome procrastination, how to work smarter, not harder, etc.

But my guess is that you aren't doing them.

Am I right?

Why is that?

It could be for a variety of reasons.

- Maybe you've tried and tried and tried, but nothing seems to work.
- Maybe you don't believe they will work, or that they will work for you.
- Maybe you keep getting distracted or sucked into bad habits.
- Or maybe you don't feel any motivation because the important tasks often seem difficult or not very interesting.

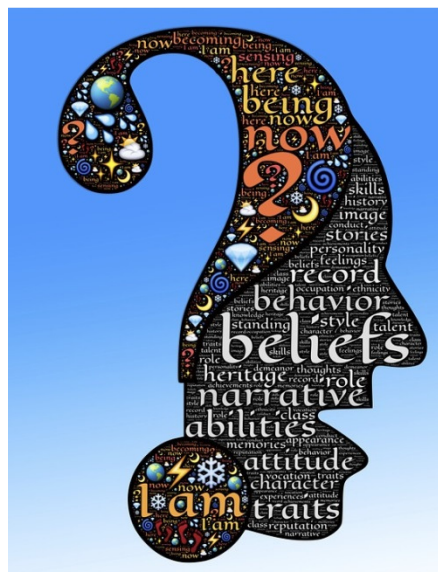
Sound familiar? If so, get ready because I am going to tell you the secret to getting things done.

Here's the Secret!

What all these “reasons” have in common is that **they all derive from your mindset**, how and what you think about yourself.

If you are not familiar with that term, “mindset” is simply “the established set of attitudes held by someone.” **It's the sum total of your beliefs about yourself and the world.**

For example, you may be familiar with the saying from Henry Ford: “Whether you think you can, or you think you can't--you're right.” That's an expression of two different mindsets.



So, ask yourself these questions:

“Do I think I can get done what I need to OR do I think I can’t?”

“Do I think I deserve to be successful OR do I not?”

Your answers to these (and other similar questions) will determine how successful you are at getting done what you need to in order to have the life that you want. If you don’t believe in yourself and your capabilities, if underneath it all you see yourself as a failure, if you think that you don’t deserve to be successful, you are not going to take the action needed to succeed.

All the strategies in the world aren’t going to make much of a difference without a positive mindset.

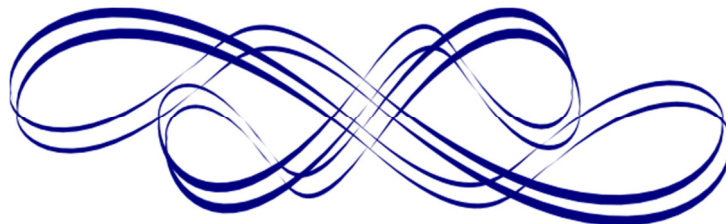
I can attest to the truth of this statement. On the previous page, I mentioned some “reasons” why those of us with ADHD don’t apply the strategies we learn to help ourselves have more success: we don’t believe they will work, we keep getting distracted, we lack motivation.

I certainly have had my struggles with these and, I can tell you, even with all the work that I have done, they still haunt me. Just not quite as often. That’s because I finally learned “the secret”:

I learned how to shift my mindset to one of empowering possibility.

This simple but effective process makes my world a whole lot brighter and things go my way much more frequently.

Here is the eight-step method designed to lead you from powerlessness to possibility and finally into action to create the life you want. It may look a little intimidating, but it shouldn’t take you more than 15 minutes to do it. And it would be great if you have someone close to you who could walk you through the process.



8 STEPS TO A NEW PERSPECTIVE

Everything we see is a perspective, not the truth. - Marcus Aurelius

STEP 1: CURRENT PERSPECTIVE

What is your perspective? Think of a time recently when you were having trouble getting something done. What was going through your mind as you struggled with this? Was it “I can never get anything done” or “This always happens to me” or “I’m such a (fill in the blank)” or all of these?

Write down what you remember thinking at the time. Now choose the thought that seems to underlie all the others. In this example, maybe it’s “I’m such a (blank).” This is the primary perspective, the main point of view that you were holding at the time.

Now, write a brief description of this perspective. Give it a name. For example, I have a client who I did this exercise with because of how angry she was with her mother for how she was treated as a child and who was about to come for a visit. When we explored what her underlying perspective was about this situation, she named it “defeated.”

She described it as feeling that she couldn’t have what she wanted, that she didn’t deserve to have what she wanted, so there was no point in trying. Given that this is how she felt, it’s no wonder she had trouble getting things done.



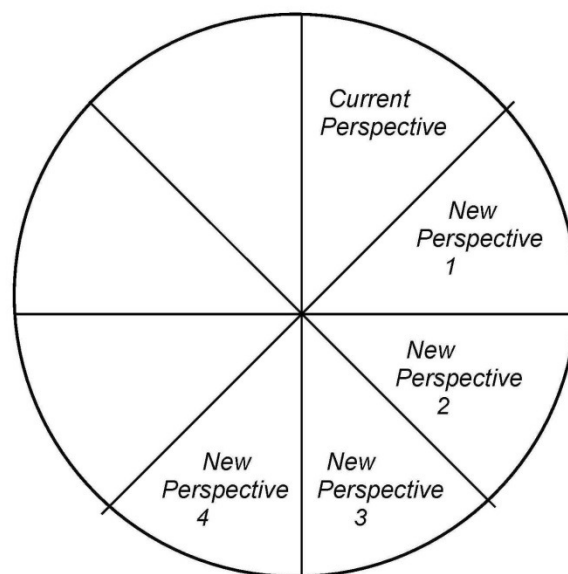
STEP 2: MORE PERSPECTIVES

Create additional perspectives. What's another perspective, another way to look at this difficulty in getting things done? It doesn't have to be the right one - just another perspective. Write a brief description and give it a name. When my client thought about what another perspective could be, she was able to see things a bit more optimistically so she named that perspective "hopeful."

Repeat this process until you have identified at least three additional perspectives. Even more is better. At least two of these perspectives must be positive. One should be the best possible perspective that you can imagine. My client's additional perspectives were "escape/avoidance," "magical," and "confident."

STEP 3: MAP THEM

Draw a perspective map. On a blank piece of paper, draw a large circle. Divide it into the number of segments as you have perspectives. In one segment, write down your primary perspective. Then go around the circle and write in the names of the other perspectives.



STEP 4: LIFE SIZE IT

Imagine the perspective map as life-size. Stand up (if you are able) in front of an open space on the floor. Imagine that the circle you just drew is on the floor in front of you at least 5 feet across. See the different segments for the different perspectives.

STEP 5: EXPERIENCE THEM

Now step into the segment with your primary perspective. What do you experience when you stand in this perspective? Try it on, take a look around. What is it like to operate from this perspective?"

Close your eyes. Notice what emotions come up. Notice what you feel in your body.

Now step into the next segment and experience that perspective in the same way. What is it like to operate from this perspective? Repeat this for the rest of the circle.

When you have done all the segments, you may want to make some notes about what it was like experiencing each of these perspectives.

If you are not able to stand, imagine the circle on the floor in front of where you are sitting. Then imagine yourself in each of the segments.

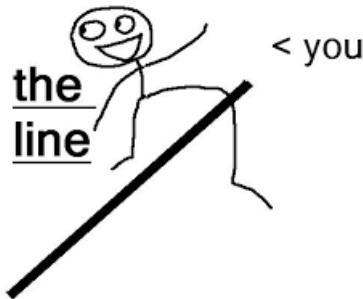
STEP 6: CHOOSE THE ONE YOU WANT

Now, choose the perspective that feels most empowering, one that you can honestly stand in going forward. Try it on again. How great does it feel? Express those feelings any way that you like. My client combined two of her perspectives into a third one as her choice: "confident and magical."

STEP 7: COMMIT

Commit to this perspective fully. Stand up again (if you are able) and stand in front of a line on the floor (edge of a carpet, the line between floor boards). If you don't see one, imagine it. Stand with the line just in front of you.

You are currently standing in the **Land of the Uncommitted**. On the other side of the line is the **Land of the Committed**. How ready are you to commit to this perspective that you have chosen? When you are ready to fully commit to this perspective, prepare to step across the line. But only when you're truly ready to commit.



When you are ready, take a deep breath and step over the line and as you step over the line say **“I am committing myself to living in the perspective of (insert the name of your chosen perspective).”**

How does it feel to have committed yourself to this new perspective? Stand in the **Land of the Committed** and let yourself experience what that's like.

Now take a little time to make a few notes so you can remember this experience. Make sure that you include in **bold** the statement that you said when you crossed the line.

STEP 8: AND ACTION!

Create an action plan from this new perspective. What are you going to do, when are you going to do it and how will it be different from before?

Congratulations! You finished it! YAY!! Though this is not a long exercise, it is a challenging one to make it all the way through. So good for you!

So in this process you have identified your current (negative) perspective, and then you chose a new (positive) perspective. In doing that, you are essentially saying “NO” to the old perspective and “YES” to the new one.

However, doing that one time doesn't create a permanent shift. The same issues will show up again and they will trigger the old perspective. When you notice that you are starting to go there in your head, you have to stop yourself and recommit to the new perspective.

You can do that by just saying it to yourself or you might want to say it as you step over the line again. By doing this again and again over time, you will anchor that new perspective in your consciousness. And you can do this exercise any time you find yourself stuck in an old perspective.

Of course, this mindset is about way more than being able to implement a few strategies for getting things done - it's about your whole life. But if you start here, start small, the change you create will take your life to a whole new level.

Now that you have taken this first big step towards getting more stuff done, I recommend watching this video for a helpful productivity tip: <http://livefullywithadhd.com/video1/>.

Here's what some other people have to say about working with me to get things done:

I'm particularly grateful for Ted's broad knowledge of how to organize one's life. He has helped reduce my feelings of overwhelm by having me stay focused on smaller chunks rather than trying to take on everything at once. Ted has been invaluable, patient and resourceful. I've made a lot of progress with Ted and look forward to more success in the future. I highly recommend Ted as a personal as well as organizational coach.

- Dr. John B., Clinical Psychologist, Hampton Falls, NH

When I started working with Coach Ted, I was quite disorganized. I am a high school teacher and because of my ADD, I was always rushing to get papers back to my students in a timely fashion and lost whole weekends in a frenzy to get my grades in on time. My mail was in a big a pile leading me to pay bills late and incur late charges.

I can assure anyone that Ted's system works. Now I get my papers back and grades in on time (or early). I pay my bills on time, I have been spending many hours on my art, and my mother is a happy camper because the DR table is clear. I'm simply not the same person I was a year ago. Then I was at the mercy of my ADHD symptoms and now I'm empowered.

"Coach Ted is amazing, funny and brilliant! In fact, magical! He is exceptionally smart, focused and has an uncanny ability to establish the trust needed to make it possible for me to be honest - the honesty required to improve."

- Martha M., Educator, Somerville, MA

I signed on with Coach Ted because I was struggling with overwhelm and difficulty maintaining focus. I was looking for more structure and tools. In the time I spent in coaching with Ted, I have put some concrete plans into place and I have a weekly system that allows me to break things into smaller steps.

I found Ted to be patient, kind, funny, and compassionate. He really knows his stuff. I really appreciate his vulnerability and the fact that he is both kind and held me accountable. I want others to know that it really is possible to get a handle on the things that feel so big and overwhelming.

- Aki R., Parent Coach, San Francisco, CA

ABOUT THE AUTHOR:



Coach Ted Behr works with adults who struggle with ADHD. He helps them get organized and productive so that they can enjoy life. Coach Ted struggled with ADHD until he learned how it worked and how to deal with it, and he now is passionate about helping others with ADHD live happier and more fulfilled lives.

Coach Ted applies what he's learned in 20 years of coaching and from his experience of living with ADHD to help his clients to overcome the challenges of their ADHD. He helps them to build on their strengths in order to become effective and productive in their lives.

Coach Ted is a Certified Professional Co-Active Coach with additional specialized training in ADD/ADHD coaching.

For more information and answers to your questions, you can contact him at Coached@Tedbehr.com. Also check out his Web site www.LiveFullyWithADHD.com.