

Skills for Success

ADHD Strategies for Adults





Rights Notice and Disclaimer

Ownership. This *Manual* was written by Elisabeth Baerg Hall, MD, and Candice Murray, Ph.D. The authors own and have the right to use the manual's contents, and the manual is protected by copyright and other proprietary rights.

Your Rights. All rights reserved. No portion of this book may be reproduced in any form without permission from the authors. For permissions contact elisabeth@ebhallmd.com.

Disclaimer. The *Manual* is provided on 'as is' and 'as available' basis, with all faults and without any representations or warranties of any kind. The information and content contained in the *Manual* is believed to be accurate but is provided for informational purposes only. You use and rely on the *Manual* entirely at your own risk. The authors do not make any representations or warranties regarding the use, or the results of the use, of any part of the *Manual* in terms of completeness, correctness, accuracy, reliability, usefulness, timeliness, or otherwise.

No Liability. The authors will not be liable to you or to any third party for any loss or damage of any kind, whether direct, indirect, consequential, incidental, special, punitive, or otherwise arising from, or in connection with, the use of the *Manual*, whether in negligence or otherwise, even if the authors have been advised of the possibility of such damages.

Not Medical Advice. The Manual is provided for informational purposes only, and no information or contents provided in the Manual is intended to be medical, health, or other professional advice, and nothing in the Manual should be taken or construed as a provision of medical or health advice or as a recommendation for any specific course of action for an individual. Nothing in the Manual is intended to replace or override the advice of a licensed health care practitioner. The authors do not accept any responsibility for any decisions made based on the Manual.

Build your better future by learning new ways to manage your ADHD.

Skills for Success: ADHD Strategies for Adults by Elisabeth Baerg Hall, MD, and Candice Murray Ph.D

Published by Shared Care Vancouver, B.C. CANADA sharedcarebc.ca

© 2023 Elisabeth Baerg Hall and Candice Murray

The authors wish to dedicate this manual to Don and Ruth James, who have worked tirelessly to support ADHD care in B.C. and in Canada.

Editing + Design: Crystal Sawyer, Triveni West Communication + Design

Table of Contents



Toolbox of ADHD Self-Management Skills	i
Introduction	1
WEEK 1: Introduction to Managing ADHD	3-11
WEEK 2: Plan for Success	13 – 17
WEEK 3: Priorities	19-21
WEEK 4: Procrastination	23 – 39
WEEK 5: Focused on Time	31 – 41
WEEK 6: Mood + Anxiety	43 – 53
WEEK 7: Staying on Top of Emotions	55 – 73
WEEK 8: Staying on Track	75 – 79
References + Resources	80
Acknowledgments	81
Index	82 – 83



Toolbox of ADHD Self-Management Skills

WEEK 1:	My Taking Care Worksheet	3 –4
	SMART Goals	5 – 6
	Self-Care	7 – 10
	Rewards	14
WEEK 2:	Habit Tracker	15-16
WEEK 3:	Eisenhower Method: Prioritizing	20-21
WEEK 4:	Procrastin <i>Action</i> Path	25, 28
	Procrastin <i>Action</i> Rethink	26 – 27
WEEK 5:	The Pomodoro Technique	33
	DESC Script	34
	Time Awareness	35
	Time Estimation	36
	To Do List	37
	Managing Internal + External Distractions	39
WEEK 6:	Thinking Traps	45 – 47
	Calming the Body	50-51
WEEK 7:	SOS Strategy Summary Chart	60
	STOP	62



Introduction

The Skills for Success: ADHD Strategies for Adults manual presents the material covered during an eight-session facilitated group program. This program teaches weekly, practical, evidence-based strategies designed to improve self-management and self-care for those experiencing symptoms of ADHD.

This Skills for Success manual is intended to be used in groups facilitated by health care professionals who are trained specifically in this capacity. The manual contains in-depth content, worksheets, and take-home exercises.



NOTES TO PARTICIPANTS

Using This Workbook
This Manual is not
intended to be a
stand-alone treatment.

DEEPER DIVES

Each session ends with a section labelled **DEEPER DIVE!** Deeper Dives are identified by this icon in the **TOP RIGHT CORNER** of the page:



These **HOMEWORK** exercises invite you to practice and to integrate what you have learned into your life.

My Taking Care Worksheets

The first page of each session is the My Taking Care Worksheet (TCW). This metacognitive tool is designed to help you think forward. It develops executive function skills by encouraging you to plan for the week ahead. You may find it helpful to display your My Taking Care Worksheet so you can refer to it between sessions. Maintain this habit each week to help you stay on track.

When the program is completed, you may want to continue completing this sheet on a weekly basis. You can also transfer the headings into your planner to integrate this tool into your weekly activities.

Maintain this habit each week to help you refocus and stay on track.

