




This page explains the categories you will be working with each week.

my **TAKING CARE** worksheet explained

aka: "Inch by Inch, Everything's a Cinch."

 Weekly Goal	 Possibilities + Problems	 Fun Stuff
<p><b>SMART GOALS:</b></p> <ul style="list-style-type: none"><li><b>Specific</b></li><li><b>Measurable</b></li><li><b>Achievable</b></li><li><b>Realistic</b></li><li><b>Time-Based</b></li></ul>	<p>Take a moment to think about the week ahead.</p> <p>Conditions might be right for you this week. What will you focus on?</p> <p>There may be upcoming challenges that you can anticipate. Make a plan to manage them.</p> <p>Can you remain flexible and open to readjusting as you go along?</p>	<p>Rewarding yourself with fun stuff is a motivation booster. It enhances pleasure chemicals in your brain.</p> <p>Rewarding yourself with good things, and reflecting on the positive progress you are making, makes it easier to stay on track.</p>

 **Key Messages** **ADHD is a treatable, manageable neurodevelopmental condition.**

- ✓ You can learn to manage your ADHD symptoms. You can do this!
- ✓ Change happens gradually. Small steps work best.
- ✓ Be kind to yourself.
- ✓ You will learn skills. Skills need practice. Do what you can. Think of it as building up muscle.
- ✓ The group is here for your support. Share your goals. Being accountable to the group will add to your success.
- ✓ Be curious. Experiment. Try out these new skills to see which ones fit for you.
- ✓ Nutrition + Sleep + Exercise = Improved ADHD Management.
- ✓ Routines are key to managing the executive dysfunction of ADHD.

# WEEK 1: Introduction to Managing ADHD

Think about your upcoming week.  
**PLANNING** is an antidote to **OVERWHELM.**

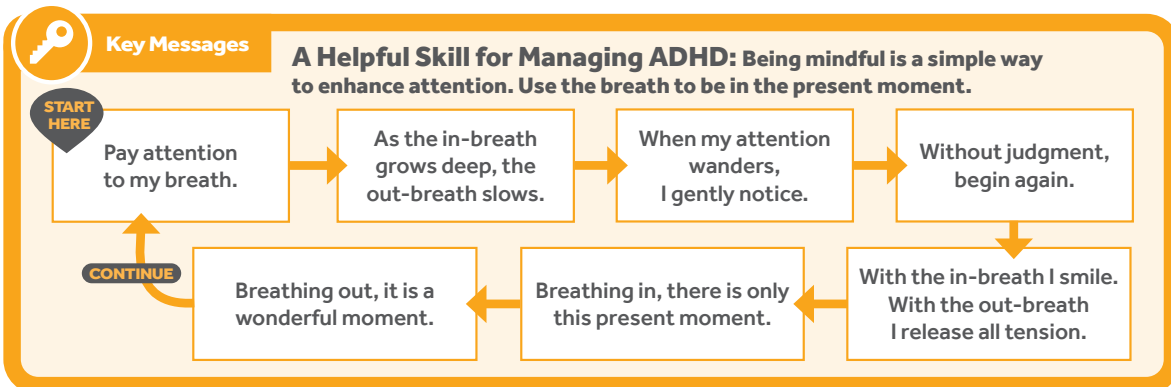
my **TAKING CARE** worksheet

aka: "Inch by Inch, Everything's a Cinch."

**Weekly Goal**

**Challenges**

**Fun Stuff**





## What is Your SMART Goal?



<p><b>Specific</b></p>	<ul style="list-style-type: none"> <li>✓ State clearly and simply what you want to achieve.</li> <li>✓ Break it into the smallest components.</li> </ul>	
<p><b>Measurable</b></p>	<ul style="list-style-type: none"> <li>✓ How will you know that you achieved your goal?</li> <li>✓ What will you be doing less of, or more of? What will be different?</li> </ul>	
<p><b>Achievable</b></p>	<ul style="list-style-type: none"> <li>✓ After you set a goal, aim for 75 per cent success, which helps to keep SMART goals attainable.</li> <li>✓ Focus on the small goals that lead to bigger goals.</li> </ul>	
<p><b>Realistic</b></p>	<ul style="list-style-type: none"> <li>✓ Do you have what you need (time, energy, money) to accomplish this goal?</li> <li>✓ What challenges might you encounter? How will you address them?</li> </ul>	
<p><b>Time-Based</b></p>	<ul style="list-style-type: none"> <li>✓ What is a reasonable time to achieve this goal? Accomplishing small steps enhances motivation.</li> </ul>	



**DEEPER DIVE!**

**Being SMART About Your Goals**  
**ENSURE EACH GOAL IS SMART**

✔ Use this chart to indicate which SMART elements are included in each goal. Discuss which goals would work for you.

	Specific	Measurable	Achievable	Realistic	Time-Based
<p><b>1</b> On Monday, Wednesday, and Thursday, I will make a list of three things to get done the next day.</p>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<p>Would this goal be realistic and achievable to you? Why or why not?</p> <hr/> <hr/> <hr/>				
<p><b>2</b> Three days a week, I will get off the bus three stops early, and will reward myself by noticing how much healthier I feel each time.</p>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<p>Would this goal be realistic and achievable to you? Why or why not?</p> <hr/> <hr/> <hr/>				
<p><b>3</b> I will get up at the same time Monday through Wednesday, no matter when I go to sleep.</p>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<p>Would this goal be realistic and achievable to you? Why or why not?</p> <hr/> <hr/> <hr/>				



### Self Care Tips

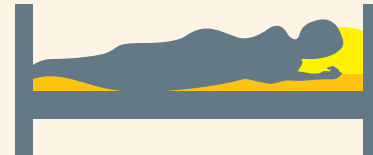


#### NUTRITION

- ✓ Eat healthy, regular meals & snacks
- ✓ Limit caffeine, sugar, salt
- ✓ Limit alcohol and drug use
- ✓ Supplements like Omega 3 and Vitamin D support mood and cognition

#### SLEEP HYGIENE

- ✓ It's important to get enough sleep.
- ✓ Don't use ADHD medications to mask fatigue.
- ✓ Afternoon naps can be problematic. If you must nap, keep it to less than 20 minutes.
- ✓ Limit screen time one hour before bed, and use a UV-light filter.
- ✓ Establish a bedtime routine. For example, take 30 minutes to get ready for bed. Maintain a distinct end to daily activities.
- ✓ Invest in a traditional alarm clock so your phone can be kept out of your bedroom, or at least away from your bed.
- ✓ Get up and go to bed at approximately the same time on most days.
- ✓ Check that your bed and room temperature are comfortable, and that it is quiet and dark enough.
- ✓ Restrict time in bed. If you can't sleep, don't toss and turn. Get up.
- ✓ When we worry about not getting enough sleep, we are likely **Catastrophizing**: making the problem worse than it is. Dial back worry with reassuring self-talk like, "It's not the end of the world if I don't get enough sleep tonight." Try using some CBT (Cognitive Behavioural Therapy) skills directed at sleep. Evidence shows that CBT therapy is helpful for chronic sleep problems.
- ✓ Maintain a **sleep diary** to understand your patterns more effectively.
- ✓ Because apps change frequently, few are listed here. Explore various white noise, guided relaxation, automatic phone shut down, and mindfulness apps. **MindShift** is a popular Canadian app and website offering helpful handouts and tools. Check out **tips for getting a good night's sleep**, or learning how to do **progressive muscle relaxation** (Week 6 Page 9).
- ✓ Changes in sleep routine are best done gradually.





## Self Care Tips cont.

### EXERCISE

- ✓ Clears the mind. Helps your mood. Helps you to sleep.
- ✓ Get out and move.



### MELATONIN

- ✓ Melatonin is a hormone that regulates circadian rhythms and is secreted in response to dim light and darkness. It has been demonstrated to help individuals with ADHD to fall sleep.
- ✓ Always use melatonin only for short periods of time, and in conjunction with behavioural interventions like bedtime routines, sleep hygiene, and CBT Skills for Insomnia.
- ✓ Buy big name brands such as Webber Naturals, as they are more likely to contain actual melatonin.



#### Methods of Use:

Recommendations change regularly. Please review this guidance with your doctor.

- 1 To Promote Drowsiness.** Most common method: 1–3 mg 30 to 60 minutes before bed (stay within this window). Use with other sleep hygiene measures as found on the previous page. Trial 1–3 mg for three nights, then gradually increase every three nights. Maximum dose 10 mg for short-term use. It is best to find the lowest dose that works. Always take breaks, and try cutting back melatonin whenever possible.
- 2 For Circadian Rhythm Advance.** Physiologically accurate but less common method: No more than 0.5 mg–1 mg. This area is under study, but using a small amount of melatonin at dusk (three to four hours before bed) will help you to feel drowsy around your normal bedtime. This approach is based on Dim Light Melatonin Onset, which normally occurs a few hours before bedtime and is when melatonin begins to be released.
- 3 To Stay Asleep.** If you can't stay asleep, consider trying a *time-release*, *sustained-release*, or *controlled-release* melatonin preparation. These preparations release small amounts of melatonin throughout the night. Usual dose 3 mg at bedtime. Total melatonin dose should not exceed 9–10 mg for short-term use.  
*Side effects may include morning drowsiness or vivid dreams. Consult your doctor if you need to rely on melatonin on a regular basis, or if you are needing doses higher than 9 mg.*



DEEPER DIVE!  
**Self Care Tracker**

- 1 Set a Self-Care SMART goal. Goals should be set up for maximum SUCCESS.

Examples:

- I will use an old-fashioned alarm clock (placed far enough away that I can't hit snooze) and set it for 8am.

**FREQUENCY>>AT LEAST THE FIRST THREE DAYS EACH WEEK**

- I will drink a full glass of water in the morning after my coffee and/or breakfast.

**FREQUENCY>>AT LEAST FOUR DAYS PER WEEK**

- I will leave my phone in another room or out of reach from my bed.

**FREQUENCY>>AT LEAST THREE NIGHTS PER WEEK**

- I will take an Omega-3 pill with my breakfast.

**FREQUENCY>>AT LEAST FOUR DAYS PER WEEK**

- I will get off the bus one stop earlier and walk.

**FREQUENCY>>THREE DAYS PER WEEK**



- 2 Use the table on the next page to record your behaviour and to monitor your progress.

- 3 **IMPORTANT:** Reward yourself if the frequency goal is met.

- 4 Review your Progress. Revise your goal if there were problems meeting your SMART goals or frequency.

- 5 It's easier to stay motivated when you focus on your successes, however small they may be.





