



National  
Resource  
Center  
on ADHD  
A Program of CHADD

# *Ask the Expert* Webcast Series

Presented by the  
National Resource Center on ADHD



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[www.Help4ADHD.org](http://www.Help4ADHD.org)  
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# *Ask the Expert*

## Getting Organized with ADHD



**Susan C. Pinsky**

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Thank you for helping us plan future webcasts  
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## Getting Organized with ADHD



**Susan C. Pinsky**  
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Discover innovative strategies for managing schedules, possessions, and more

Find out how new technologies can work for you, not against you



# ORGANIZING SOLUTIONS FOR PEOPLE WITH ADHD

Tips and Tools to Help You Take Charge of Your Life and Get Organized

Minimize clutter, streamline paperwork, and stop misplacing things

Learn effective new tactics for paying bills and meeting obligations on time

Stay on track with tips, tools, and photos to guide you

**SUSAN C. PINSKY**

Professional Organizer and Author of *The Fast and Furious Five-Step Organizing Solution*

Available at your local library, Amazon.com, Barnes and Noble and local bookstores

# THE FAST AND FURIOUS 5 STEP ORGANIZING SOLUTION



BEFORE

AFTER

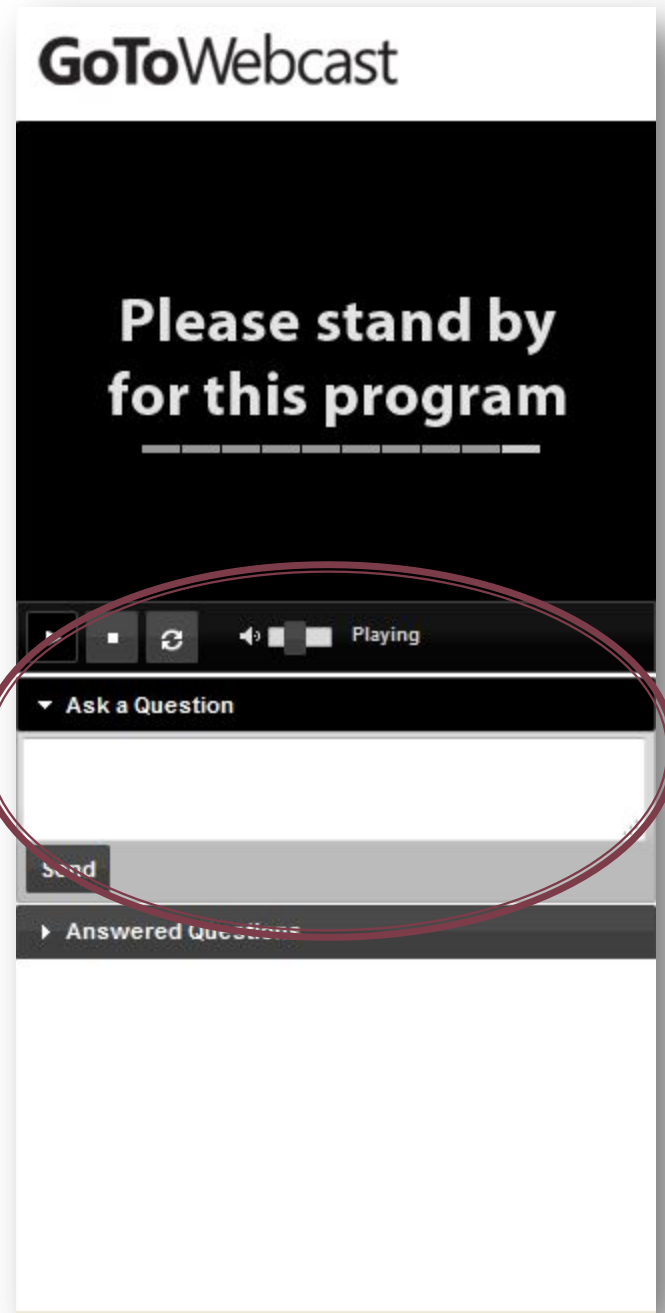
No-Fuss Clutter Control from a Top Professional Organizer



Susan C. Pinsky

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To Ask A Question:







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## Getting Organized with ADHD



**Susan C. Pinsky**

## Otherwise laudable values that can be deleterious for those with ADHD include:

**Preparedness** – requires effort where none may be needed

**Frugality** – can be expensive in time and effort

**Aesthetics** – beautiful systems aren't necessarily efficient systems

**Vigilance** – requires effort when none may be necessary.

***Efficiency*** must be the primary value in organizing for ADHD



Prepared



Aesthetics



Resourceful

**REDUCTION**



**EFFICIENCY**



Multiple specialty use dishes require 'nesting.' Stowing a clean dish requires multiple steps of lifting and shuffling.



Eliminating specialty items so all dishes are alike and can be 'stacked' not nested makes clean-up a breeze



**Multi-step**



**One step**

*A MAN IS RICH IN PROPORTION TO THE NUMBER OF THINGS HE CAN AFFORD TO LEAVE ALONE ~ Henry David Thoreau*

# Finishing tasks must be quick



**Laborious**



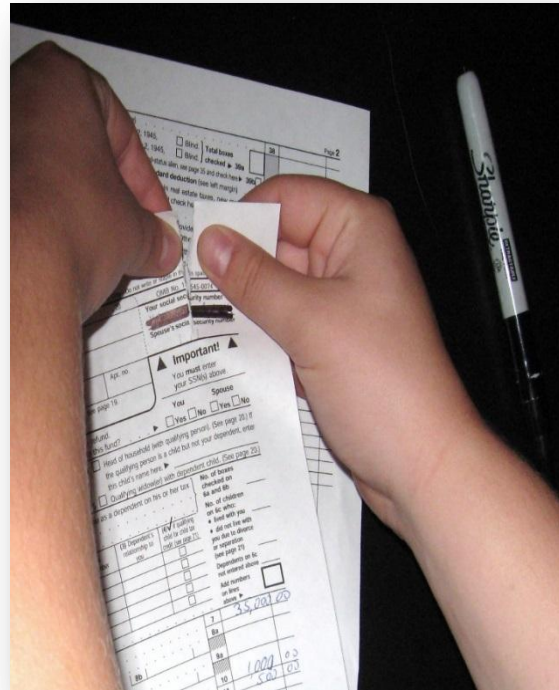
**Easy**

Clothes can be tossed in one 'winging' motion directly from laundry basket. Eliminates opening drawers and doors. No matching and rolling socks. Reduction of inventory eliminates seasonal switch. Folding ***reduced or eliminated.***

# Even better is the enemy of good enough.



**Hyper-vigilance**



**Prudent enough**



**Fast and easy**

People with ADHD should take care to destroy those five to ten documents a year that contain a Social Security numbers, Date of Birth, and PINs. All other papers can just be tossed in the recycle basket.

# Returned homework



Fussy



Simple

Ease of putting something away trumps ease of retrieval.



Multiple toys stored in deep opaque bins behind cabinet doors and in large drawers require too many steps to put away



Eliminating redundancies so toys can be stored on open shelves makes clean-up a breeze



Pretty but inefficient opaque stacking bins encourage dumping while requiring multiple steps of re-filling, re-'lidding' and re-stacking at clean-up time



Lidless clear open bins on shelves, with toys reduced to one layer, allow child to see every toy at once, discouraging dumping, and render clean-up chores easy with a quick fun one step toss.



An egg timer can lend focus – a three minute game of ‘beat the timer’ clean up is not overwhelming and can be quite effective as long as perfection isn’t required. When the timer rings the job is done.

# Organizing for ADHD

**Structure** – a shopping list helps control impulsive purchases

**Routine** – name the days, “Tuesday is Laundry Day”

**Boundaries** – guard space. Do not share space with others.

**Delegate/Enlist Support** – spouse, friends, colleagues, cleaning lady, lawn service, accountant, professional organizer, secretary, amanuensis provide necessary support



- Which location provides ease of access?
- Which 'hamper' requires fewer steps when stowing dirty laundry?
- Which 'hamper' doesn't need 'decanting' to a portable basket when it is time to go transport dirty laundry to laundry room?
- Which basket can be upended directly into machine in one simple motion?
- Which basket is portable enough to return clean laundry to bedroom?
- Which system eliminates the step of returning a laundry basket to the laundry room?

# Efficiency is our Battle Cry

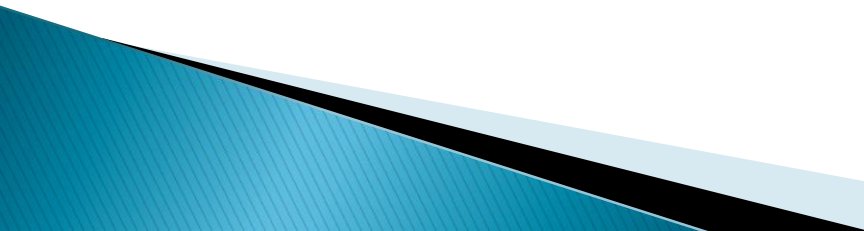
## **EFFICIENCY =**

- ▶ Fewest number of steps
- ▶ Least amount of effort

## **AN EFFICIENT SYSTEM WILL ALWAYS BE:**

- ▶ Simple
  - ▶ Quick
  - ▶ Easy to Manage
  - ▶ Maintainable
- 

# Even Better is the Enemy of Good Enough

- ▶ Good enough is preferable to perfect
  - ▶ Resourceful trumps prepared
  - ▶ *Mild* prudence is safer than careful vigilance
  - ▶ Functional is attractive enough
  - ▶ Effort is more valuable than money
  - ▶ Efficiency of effort takes precedence over efficient use of space.
- 



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# ***Ask the Expert***

## ***What Concerns Young Adults with ADHD***

Wednesday, May 6, 2015, 3 p.m.

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