



Ask the Expert: Getting Organized with ADHD

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Certified Professional Organizer

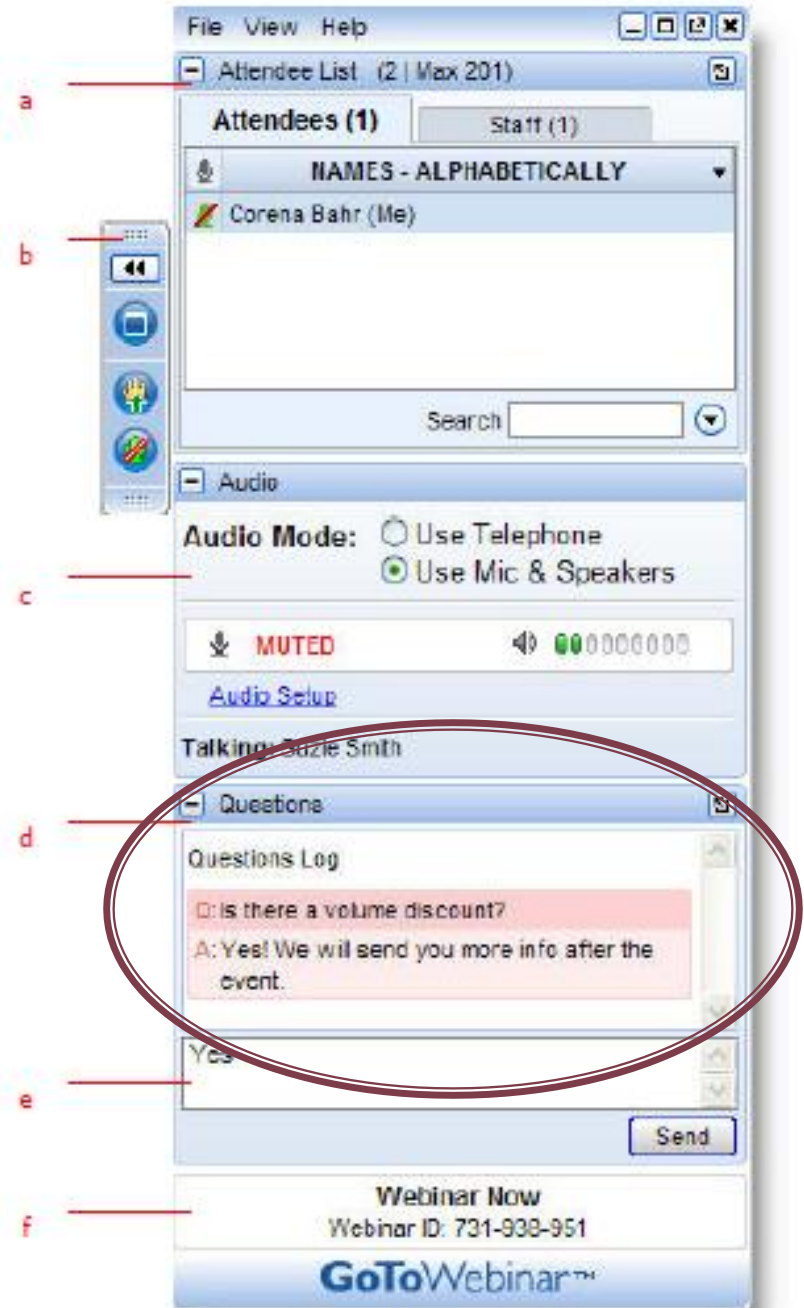


USING THE CONTROL PANEL

Once you have joined the Webinar you will see the Attendee Control Panel and Grab Tab. The Control Panel contains panes that can be expanded or collapsed by clicking the +/- on the left side of each pane.

Note: Viewing the Attendee List, raising your hand and asking questions are only available if the organizer has enabled these features.

- Attendee List (viewable only if organizer has enabled) (a)
- Grab Tab – Click arrow to open/close Control Panel. Click square to toggle Viewer Window between full screen/window mode. Click hand icon to raise/lower hand. Click mic icon to mute/unmute your audio (if organizer has enabled) (b)
- Audio pane – Select audio format. Click **Audio Setup** to select mic & speakers devices (c)
- Questions pane– If turned on by an organizer, attendees can submit questions and review answers. Broadcast messages to attendees will also show here (d)
- Type your question and click **Send** to submit it to the organizer (e)
- Webinar details – Provided for quick reference (f)



If you are having difficulties with asking questions or would like to talk with a Health Information Specialist

**Call the
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(800) 233-4050



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3 Tips to Help You Get Organized...and Stay Organized

Holly Graff, CPO® Certified Professional Organizer & Productivity Consultant

START WITH A VISION - Plan & Prepare



- Visualize what you want to accomplish - Take a picture
- A PLAN consists of WHAT, WHEN and HOW
- Look at the big picture, then break it down into small steps
- Don't get caught up in the smallest details – let go of perfectionism
- Take a deep breath – keep it easy and simple

SORT & CATEGORIZE– Make decisions



➤ Doesn't matter where you start, just take that first step to start right NOW

➤ Start in one area or small section with 15 minutes - Magic Circle

➤ Sort the items – like items together, things to donate/give away, trash, items that go in other rooms/places

➤ Don't leave to put anything away –In the last 5 minutes – take each group of items to their proper homes

Ongoing Maintenance



MAINTENANCE - Find a Home

- Organizing is an ongoing process not a one-time event
- Use a to-do list – write it down
- Put items away immediately after usage
- Re-think it! Give yourself a signal/sign – take one hand and put it on the other hand
- Do not let things pile up and get overwhelming
- Take 15 minutes to pick up and put away items at the end of the day
- With new habits and attitude, you can do it!

This is a presentation of the



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