HOW TO GO FROM Overwhelmed to Focused

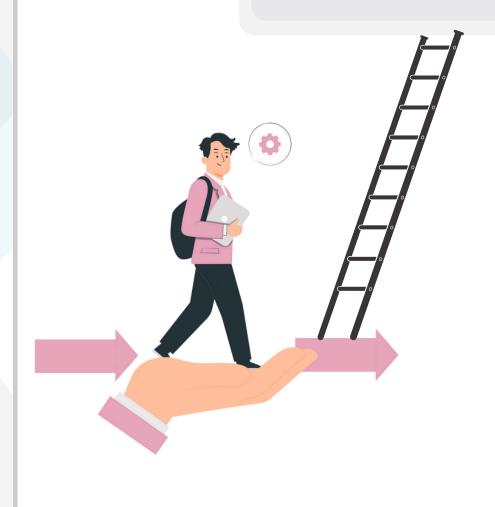




Unconventional Organisation



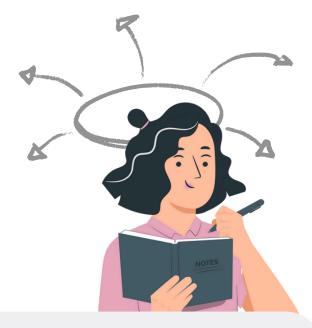
Helping out **your working memory** & managing your time blindness with a bit of a **flexible structure**.



BRAINSTORM

Take a minute and write down every task in your head...

Ignore what's in your email or task list for now, just your head.







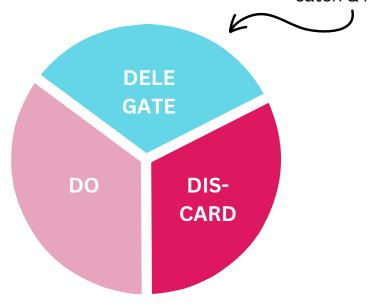
WHAT IS THIS DOING?

Working memory struggles with ADHD mean that it can be difficult **to hold something in our brain** while engaging in **distracting activities.** Writing things down helps us to let go of what we're holding and externalise our memory. **Giving our brain space** for the things we're good at like creative thinking.



PREAK IT DOWN

Delegate can include "catch & release"



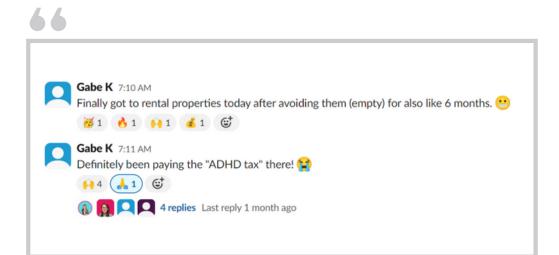
DELEGATION EXAMPLE



Member of Unconventional Organization

Goal Achieved:

Started work on rental properties after avoiding it for six months





RIORITIZE





SARAH

PRIORITIZATION EXAMPLE

Member of Unconventional Organization

Goal Achieved:

Creating routines to help her be more focused at work.





Sarah Yang 1:27 AM

🗸 after the group session on overwhelm, I realized I gotta tackle some things 😅 😂 can't delegate my work but there was one big project that I could probably change the date for, so I asked the team if it'd be ok to postpone a few weeks and they said yes! and then I made a spreadsheet on when I need to be working on what, including what I don't need to worry about until later... a very satisfying activity and also now a lot less overwhelmed.











CHEDULE

Select the top 3 important green tasks

Book a time in your week to do them.





SCHEDULING EXAMPLE

Member of Unconventional Organization

Goal Achieved:

Started working through coding test course after putting it off for months.





Peter O'Hara Adu 6:00 AM

Almost done with Lesson 1 of my coding interview prep course. I dreaded starting it for so long, but now that I've started, I'm actually enjoying it. Now, my only problem is finding time for it so I can get through it faster. 🥳

















2 (a) 3 replies Last reply 1 month ago







GREAT JOB, CONGRATULATIONS!



Pick a dopamine break and circle the one you chose.











Read a book/article Grab a cookie/snack Listen to music/podcast

Pet an animal

Watch a video/show



Make a beverage



Go for a walk



Draw or colour



Use a fidget toy



Add your own here



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