

# ADHD at work

Choose one idea to explore. You do not have to change your whole routine. Notice what feels useful, what adds effort and what needs a different approach.

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## 01 **Make the first step visible**

Choose one task and write its first small action. For example, open the document and add a heading. Keep that note where you will see it.

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## 02 **Make priorities explicit**

Ask which task matters most today and what can wait. A written priority can be easier to return to after an interruption.

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## 03 **Leave a return point**

Before changing tasks, write a quick note about where you stopped and the next action. Try one place for these notes.

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## 04 **Notice the environment**

Consider noise, lighting, interruptions and how you receive instructions. Discuss a change with your manager if that feels useful and safe for you.

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## 05 **Make room for pauses**

Notice when concentration or energy changes. Explore a manageable pause or change of activity that fits your role and circumstances.

A question to take with you: what is making this task difficult in this setting, and what support could make it more workable?

General information, not individual clinical advice. These ideas may suit some people and situations. An OT can help you explore your own priorities and support needs.