



*Forward*  
*Steps in Life*

**ADD/ADHD focus strategies can be implemented simply.**

**Try these tips and let me know which one(s) work best for you!**

- 1) Cover up, reduce and/or remove visual distractions i.e. posters, photos, knick knacks or items that may catch your eye or divert your attention.**
- 2) Keep work or seats spaces open, level and clear. Areas should be clean. Different sizes of sectioned boxes or baskets can become a holding spot.**
- 3) Gather only the essential items needed for just one task or activity at a time. Talk out the materials needed: "I'll need my PC, a pad, pen, and file."**
- 4) Use a soft sounding timer (out of view) to self-monitor or redirect focus. Catch yourself when your mind drifts off, by having a sound call you back.**
- 5) Set up a portable partition, using foam boards or manila file folders to create a corner for work, study or play. Try out different materials, also.**
- 6) Use "traffic light" colors/card to monitor and adjust brain and body activity level: Green = go, Yellow = caution/slow down, Red = stop**
- 7) Set a silent timer/alarm for a 5 minute "Mind and Movement" break every 20 - 25 minutes; i.e. stretching, breathing, walking, marching, stair climbing, meditating or chores.**
- 8) Place healthy snacks next to your water bottle to maximize time on task. Have these nearby, but not on the work or play surfaces.**
- 10) Plan and follow "M & M" breaks = Mind and Movement @ 20 - 30 mins. to reduce stress and invigorate the senses.**

**Joan Munro**  
**Professional Life Coach**

**9) Stay well hydrated with lots of water, fruit or veggie smoothies.**

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Professional Life Coach**