
Certificate in Advanced Strategies for ADHD Coaching

Managing Time and Priorities

Time Management: Time management is the process of organizing and planning how to divide your time between specific activities effectively. It involves setting goals, prioritizing tasks, and allocating resources to achieve those goals efficiently.

Prioritization: Prioritization is the act of determining the order for dealing with tasks based on their importance and urgency. It involves making decisions about what needs to be done first and what can be done later.

Procrastination: Procrastination is the act of delaying or postponing tasks or activities that need to be accomplished. It can lead to poor time management and decreased productivity.

Task Management: Task management involves organizing, planning, and tracking tasks to ensure they are completed efficiently and effectively. It helps individuals stay focused and on track with their goals.

Goal Setting: Goal setting is the process of identifying specific objectives or targets that an individual wants to achieve within a certain timeframe. It helps individuals stay motivated and focused on their priorities.

Time Blocking: Time blocking is a time management technique where individuals allocate specific blocks of time to work on particular tasks or projects. It helps improve focus and productivity by reducing distractions.

Urgent vs. Important: The urgent vs. important matrix is a tool used to prioritize tasks based on their urgency and importance. Tasks are categorized into four quadrants: urgent and important, not urgent but important, urgent but not important, and neither urgent nor important.

Proximity Effect: The proximity effect is the tendency to focus on tasks that are close in proximity, both physically and mentally. This can lead to neglecting important tasks that are further away or require more effort.

Time Auditing: Time auditing involves tracking and analyzing how time is spent on various activities throughout the day. It helps individuals identify time wasters and inefficiencies to improve time management.

Batching: Batching is the practice of grouping similar tasks together and completing them in one dedicated time block. It helps minimize transitions between different types of tasks and improves efficiency.

Pomodoro Technique: The Pomodoro Technique is a time management method that involves breaking work into intervals, typically 25 minutes long, separated by short breaks. It helps improve focus and productivity by working in short, focused bursts.

Decision Fatigue: Decision fatigue refers to the deteriorating quality of decisions made by an individual after

a long session of decision making. It can lead to poor choices and decreased productivity.

Boundary Setting: Boundary setting involves establishing limits or rules around how time is spent and what activities are priorities. It helps individuals protect their time and focus on what truly matters.

Time Management Tools: Time management tools are software or applications designed to help individuals track, organize, and prioritize their tasks and schedules. Examples include calendars, to-do lists, and task management apps.

Time Tracking: Time tracking is the process of recording how time is spent on various activities throughout the day. It helps individuals gain insight into their time management habits and identify areas for improvement.

Interruptions: Interruptions are disruptions that occur during work or tasks, causing a break in concentration and productivity. They can come from external sources such as phone calls or emails, or internal sources such as wandering thoughts.

Effective Communication: Effective communication is the ability to convey information clearly and concisely to others. It is essential for setting expectations, delegating tasks, and collaborating with others to manage time effectively.

Task Delegation: Task delegation is the process of assigning tasks or responsibilities to others to free up time for more important or high-value activities. It requires clear communication and trust in the abilities of those you delegate to.

Time Management Skills: Time management skills are the abilities and techniques individuals use to manage their time effectively. These skills include prioritization, goal setting, organization, and delegation.

Self-care: Self-care involves taking care of one's physical, mental, and emotional well-being. It is essential for maintaining productivity, reducing stress, and preventing burnout.

Time Wasters: Time wasters are activities or behaviors that consume time without adding value or contributing to goals. Examples include excessive social media use, multitasking, and procrastination.

Work-Life Balance: Work-life balance is the equilibrium between one's professional responsibilities and personal life. It involves prioritizing time for work, family, hobbies, and self-care to lead a fulfilling and satisfying life.

Productivity: Productivity is the measure of how efficiently tasks and activities are completed within a given time frame. It involves maximizing output while minimizing input, such as time and resources.

Stress Management: Stress management is the practice of coping with and reducing stress levels to maintain well-being and productivity. Strategies include exercise, mindfulness, time management, and seeking support.

Personal Effectiveness: Personal effectiveness is the ability to achieve goals and fulfill responsibilities

efficiently and successfully. It involves self-awareness, self-management, and continuous improvement.

Time Investment: Time investment refers to allocating time and effort into activities that yield long-term benefits or personal growth. It involves prioritizing tasks that align with goals and values.

Energy Management: Energy management involves optimizing and maintaining one's physical, mental, and emotional energy levels to sustain productivity and well-being. It includes practices such as regular breaks, healthy eating, and sleep.

Task Completion: Task completion is the act of finishing or accomplishing a specific task or goal. It involves following through on commitments, meeting deadlines, and delivering results.

Adaptability: Adaptability is the ability to adjust to new circumstances, challenges, or changes in priorities effectively. It involves being flexible, resilient, and open to learning and growth.

Time Constraints: Time constraints are limitations or restrictions on the amount of time available to complete a task or activity. They require individuals to prioritize and make efficient use of the time they have.

Continuous Improvement: Continuous improvement is the ongoing process of making incremental changes to enhance efficiency, productivity, and effectiveness over time. It involves reflection, feedback, and learning from experiences.

Feedback: Feedback is information or insights provided to individuals about their performance, behavior, or outcomes. It helps individuals identify areas for improvement and make adjustments to achieve better results.

Accountability: Accountability is the responsibility for one's actions, decisions, and outcomes. It involves owning up to mistakes, meeting commitments, and taking proactive steps to achieve goals.

Self-discipline: Self-discipline is the ability to control one's impulses, emotions, and behaviors to stay focused on tasks and goals. It is essential for maintaining consistency, motivation, and productivity.

Effective Decision Making: Effective decision making is the process of evaluating options, considering consequences, and choosing the best course of action to achieve goals. It involves critical thinking, analysis, and problem-solving skills.

Time Management Strategies: Time management strategies are techniques or approaches individuals use to manage their time effectively. Examples include goal setting, prioritization, time blocking, and delegation.

Challenges of Time Management: Challenges of time management include procrastination, interruptions, lack of prioritization, multitasking, and poor planning. Overcoming these challenges requires self-awareness, discipline, and effective strategies.

Time Management Techniques: Time management techniques are specific methods or practices individuals use to improve their time management skills. Examples include the Pomodoro Technique, time blocking,

task batching, and the urgent vs. important matrix.