



10 ADHD - Friendly Productivity Strategies

**For Busy Lawyers And Legal Professionals
Who Are Overwhelmed**

BY TRACEY BROMLEY GOODWIN, M.ED.



Hello!

Are you ready to start getting more done in less time with less overwhelm?

I know you are because you are here. I know how it feels to be overwhelmed and I also know how to help.

Over the course of my 25-year career in the field of ADHD and Executive Functioning, I have gained extensive insights into the workings of the brain, the power of mindset, and the untapped potential that resides within each of us.

Utilize these ten strategies to create positive change in your life. Feel free to select one or two to begin with, and remember, they're available whenever you need them. Keep in mind that every moment is an opportunity for a fresh start. You can choose to start anew at any moment of any day.

Can't wait for you to get started!

Tracey

#1 Question why you are feeling overwhelmed.

Are you catastrophizing the little things which then adds pressure and negative self talk to your life?

Are you prioritizing incorrectly?

Are you wanting to do it all perfectly?

Are you trying to fit too much into small windows of time?

Are you reacting to everything in your life or are you responding?

Reacting is full of emotion and is draining. Responding is empowering as you act purposefully.

Answering these questions will help you see your overwhelm through a different lens. By shifting how you think about these things you can automatically lessen overwhelm.



#2 Brain Dump!

Either in the evening or first thing in the morning get everything in your head on paper or make a voice memo! When you keep everything swirling in your mind it prevents you from being efficient therefore causing overwhelm.

Think brain dumping = more space in your brain for the good stuff! This brain dump process does not need to take more than five minutes so set a timer and just dump out anything that pops into your head. When you are done choose three things that are your top priority and number them in that order. I know you are thinking that's impossible, they are all top priority but if you want to experience less overwhelm give it a try, it works!



#3 Consider what your ideal day looks like.

Having a vision of what you want your ideal day to look like serves as the foundation to everything else. You don't need a lot of time to do this, take 15 minutes and write or make a voice memo about your ideal day.

Get as specific as you possibly can. This ideal day is going to be how you frame everything in your life. If your ideal day includes 15 minutes to yourself in the morning then you are going to figure out how to give yourself 15 minutes.

Saying no I can't doesn't serve you well and keeps you stuck in overwhelm. When you live in alignment with your ideal day you automatically lessen overwhelm.

This is not about striving for perfection, this is about knowing what you want and finding ways to make it happen as consistently as you can.



#4 Think in Steps.

If you could choose only one thing to do this is the one you want to choose. When we are overwhelmed our brains stop thinking in steps and we trip and fall. We skip steps because our brain is hurrying along trying to fit everything in which causes us to barely get anything fully done at all.

Our brains literally become less efficient, experience heightened emotions, and create chaos where there doesn't need to be any. The best way to think in steps is to write down a task on a sticky note and then write down each step needed to complete the task on separate sticky notes. You can also do the same process on a piece of paper or using a notes app on your phone.

The key is to give the task a name and think of every little step involved in completing it.



#5 Chunking tasks is magical.

Our brains love to categorize things which makes chunking an awesome strategy! The issue is we tell ourselves it will take too much time.

We often set ourselves up to be overwhelmed. Start thinking in chunks! Consider how you are spending your time and see if you need to start rearranging the many pieces of your life.

Chunking can look like putting your workout clothes together the night before, deciding on the workout you are going to do ahead of time, having your water bottle ready, and setting your alarm.

Chunking can also look like you are going to do all administrative tasks for your business between 9:30 and 11:30 on Mondays.

Chunking makes sense naturally to your brain so pick something you can chunk in your life today!



#6 Start thinking about routines.

Some of us love routines and some of us hate them. If you want less overwhelm in your life you have to have them. Routines are non negotiable. When routines feel difficult to follow you will go round and round trying to fit yourself into the routine.

Start thinking about a routine that fits the way your brain works naturally. The key is to have one that you can find success with. A morning routine may consist of splashing water on your face, brushing your teeth, putting on your workout clothes, and working out.

A morning routine might be waking your kids up, guzzling coffee while they roll out of bed, getting dressed while they do, and pouring yourself another cup of coffee. It doesn't matter what it looks like, you just need to have one. Don't change all routines at once, start with one part of your day and create steps that you can follow consistently.



#7 Let your intuition guide you.

When we follow our intuition we are living in a different state of body and mind. We aren't fighting against anything, we are going with the flow.

You can use your intuition to guide your decisions throughout your day. If this idea is new to you, start by paying attention to how your body feels when you are faced with decisions throughout your day.

Ask yourself, "Where do I feel stress in my body and how does my body feel when I am feeling confident?". Keep paying attention to these feelings as our intuition loves to talk to us through physical cues. When we are anxious it might be hard to find our intuition but if we pause, take some deep breaths and listen closely our intuition is always there guiding us. The more we stop and pause the louder our intuition is.



#8 Explore living alcohol free.

Society tells us that alcohol relaxes us and that it can even be a health benefit but this is completely false. When have you ever felt better after a night of drinking, even a light night of drinking, then after a night of no alcohol? Never, because it isn't possible.

Living alcohol free is one of the most liberating actions you can take. When exploring this lifestyle it is important to find inspiring role models living this lifestyle as well as a community of like minded people. There are so many online communities of like minded people where you can find inspiration and form new friendships.

Living alcohol free has an incredible impact on overwhelm. When the neurotransmitters in your brain are functioning without the effects of alcohol, overwhelm is drastically reduced. Mental clarity and physical energy are incredible benefits of ditching alcohol.



#9 Do one thing per day for self care.

You do not have to have lots of time to create self care rituals for yourself. Self care can be lighting a candle, doing a round of deep breathing, waking up 15 minutes before your family, standing for 3 minutes with your arms by your side and your face to the sun, listening to music, being sure to drink enough water, or taking a walk.

It is 100 percent true that if you are at the bottom of your priority list then you will not live the life of your dreams. It is NOT selfish to give time for yourself. Once you get the hang of this you are going to crave more of this time!

Self care may include a grocery delivery service, getting help cleaning your home, signing up for a yoga class once a week, writing in a journal each week, or getting weekly massages. Self care can be free or expensive, it can take no time or lots of time, you can start small and expand. Decide right now what you want this to look like in your life and take a step to making it happen today.



#10 Drop the self judgment!

Tell yourself today, “I am more than enough just the way I am”. If you don’t start doing this right this second your high levels of overwhelm will continue. I don’t care if you have to write this mantra on your bathroom mirror in lipstick. Make it happen right now! Write it on sticky notes, write it on a scrap piece of paper and take a photo of it and make it your screensaver. It is okay if you don’t have your kids adorable faces pop up first!

I don’t even care if you don’t believe it **YET** because you will eventually. You have to first start by telling your subconscious mind something different than what it usually hears. Oh, and if you have already tried this and are thinking this doesn’t work, do it again but this time attach real feeling to it. Imagine what your life looks like, sounds like, and feels like when you know you are more than enough.



Thank you!

So happy you have stepped on the path to lessening the overwhelm in your life. The strategies here are going to help you start living your life exactly how you want to.

Calm, Confident, and High
Achieving!