

Control Your Attention Deficit Trait (ADT)

In General

- Get adequate sleep
- Watch what you eat. Avoid simple, sugary carbohydrates, moderate your intake of alcohol, add protein, stick to complex carbohydrates (fruits, vegetables, whole grains)
- Exercise at least 30 minutes three days a week
- Take a daily multivitamin and an omega-3 fatty acid supplement

At Work

- Do all you can to create a trusting, connected work environment
- Have a friendly, face-to-face talk with a person you like every 4-6 hours
- Break large tasks into smaller ones
- Keep a section of your work space or desk clear at all times
- Each day, reserve some “think time” that’s free from appointments, email & phone calls
- Set aside email until you’ve completed at least one or two more important tasks
- Before you leave work each day, create a short list of 3-5 items you will attend to the next day
- Try to act on, file, or toss every document you touch
- Don’t let papers accumulate
- Pay attention to the times of day when you feel that you are at your best; do your most important work then; and save the rote work for other times
- Do whatever you need to do to work in a more focused way: add background music, walk around, etc.
- Ask a colleague or assistant to help you stop talking on the telephone, emailing, or working too late

When You Feel Overwhelmed

- Slow down
- Do an easy rote task: Reset your watch, write a note about a neutral topic, read a few dictionary definitions, do a short puzzle
- Move around: Go up and down a flight of stairs or walk briskly
- Ask for help, delegate a task, or brainstorm with a colleague. In short, do not worry alone