



Organizing for the Disorganized

Mindy Schwartz Katz, MS, ACC
ADHD & Life Coach
Your Life – Plan B
www.yourlife-planb.com

Organized - Unorganized

organized

or·gan·ized
/'ôrgə,nīzd/
Adjective

Arranged in a systematic way, esp. on a large scale.
Having one's affairs in order so as to deal with them efficiently.

unorganized

un·or·gan·ized
(n-ôr g -n zd)
Adjective

Lacking order, unity, or a system; disorganized.
Not brought into a coherent or well-ordered whole

Messy vs Neat

messy

**mess·y /'mesē/
Adjective
not clean or tidy**

**carelessly made or done : not careful or precise
causing or involving a mess : likely to make
something dirty or sticky**

neat

**neat /nēt/
Adjective**

(of a place or thing) Arranged in an orderly, tidy way



**Martha Stewart doesn't live in my house,
and she's not coming to your house either!**

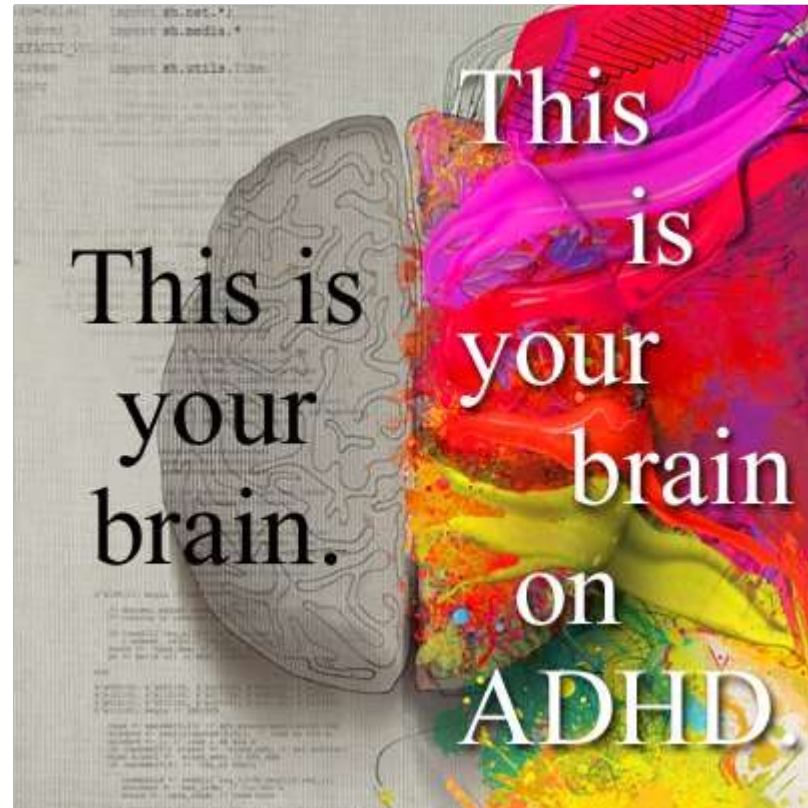


Organization:

**The ability to find what you are
looking for.**

There is no magic





What will work for YOUR brain?



What is Executive Function?

Activation – Organizing, prioritizing, and activating to work.

Focus – Focusing, sustaining, and shifting attention to tasks.

Effort – Regulating alertness, sustaining effort, and processing speed.

Emotion – Managing frustration and modulating emotions.

Memory – Utilizing working memory and accessing recall.

Action – Monitoring and self-regulating action.

* From Attention Deficit Disorder: The Unfocused Mind in Children and Adults, by Thomas E. Brown. 2005.

EF Issues Sound Like...

Organizing/Prioritizing

- What do I do first?
- Where does it go?
- What to keep/toss?
- Is there a right order/way?
- It's all important

Overwhelm

- Too many steps involved
- It's too much to think about

Time

- Is it time already?
- I don't have enough time now
- I'll do it later

Starting

- How do I get started?
- What can I do to get moving?

Memory

- What was I supposed to be doing?
- Where did I put my keys?

Focus/Transitions

- I'm involved with_____and don't want to stop
- Look at this, it reminds me...
- Squirrel!
- Interruptions

The Voice in Our Head

- This didn't work before.
- I can't...
- It never...

Motivation/Effort

- It's boring/difficult/not important
- I'd rather be...
- I'm just not in the mood.
- There's plenty of time



Dilemmas of ADHD

- Disorder of performance, not skill or understanding
- Knowing what to do but not being able to do what you know
- Being consistently inconsistent

Overwhelm

o·ver·whelm

ˌōvər'(h)welm

verb

bury or drown beneath a huge mass

defeat completely

give too much of a thing to (someone); inundate.

have a strong emotional effect on

be too strong for; overpower.





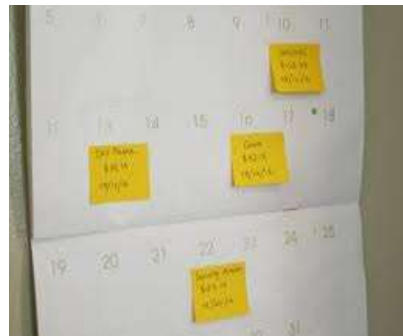
9 Tips for Being MORE Organized

1. Get it out of your head
2. Break it down
3. Make it visual
4. Start small
5. Keep it simple, make it easy
6. Put reminders at the point of performance
7. Link it to something you already do
8. Challenge the voice in your head
9. Notice your assumptions

Strategies to Get Organized

Get information out of your head

Make it Visual



Break it down



Bathroom Launch Pad



From Overwhelmed To Organized



Strategies to Find Your Stuff

Keep it Simple, Make it Easy



Reminders at the Point Of Performance

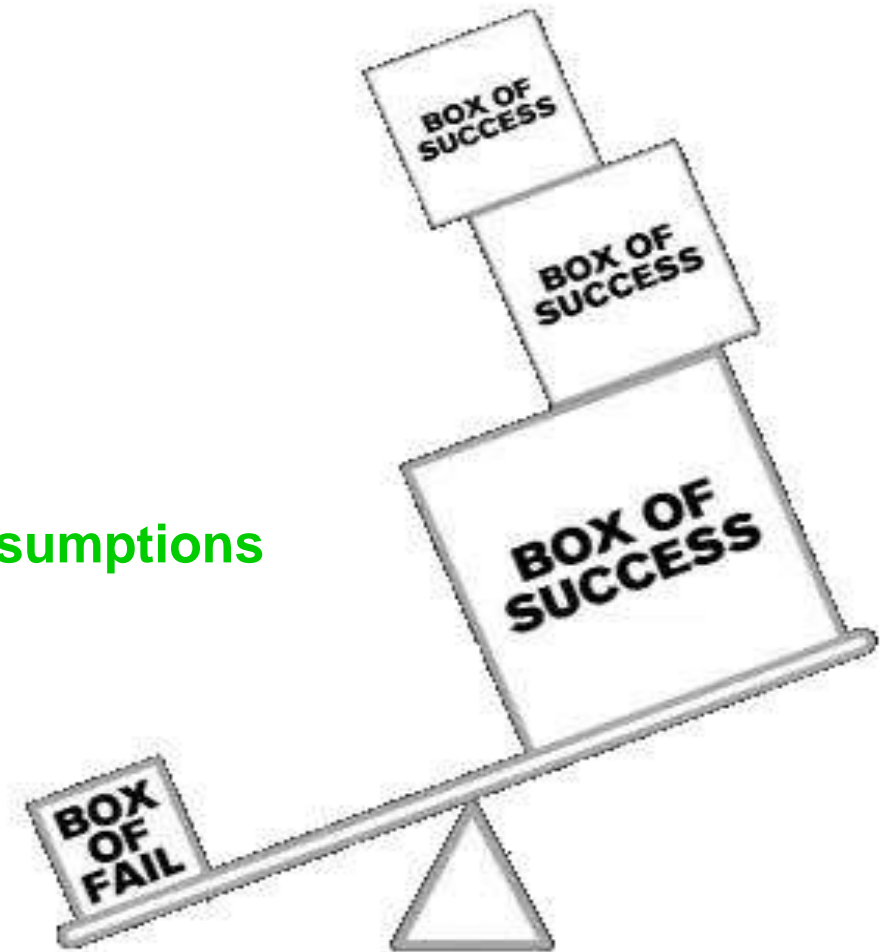


Strategies to Change Your Mindset

Challenge the voice in your head



Notice your assumptions



Use Apps Strategically

Set up and use as few as possible

- **Note taking**
- **White Noise Generators**
- **Financial Management**
- **Calendar**
- **Reminders**
- **Lists**
- **Data Backup**
- **Contact Management**
- **Note Taking**
- **Information Management**
- **Exercise**
- **Meditation/Mindfulness**
- **Planning**
- **Shopping**
- **Security**
- **Class Management**
- **Voice Recorder**
- **Note Taker**
- **Time Management**



Strategies to Organize Your Stuff



Strategies for Organizing Your Papers

What works for the way you operate?



Label



Sort



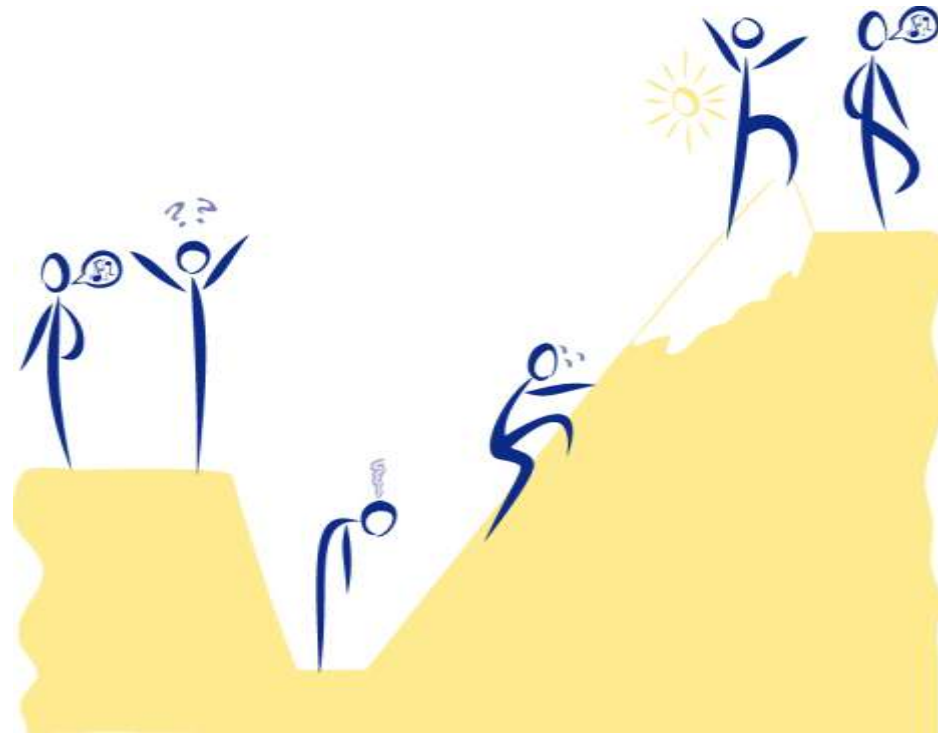
Shred



Pile

Develop New Habits one step at a time

Change is Hard, But Worth it!



RESOURCES

chadd.org – Children and Adults with ADHD

Nationally recognized authority on Attention Deficit/Hyperactivity Disorder (ADHD). Non-profit organization providing education, advocacy and support

Add.org – ADDA, Attention Deficit Disorder Association (Adults)

Articles, personal stories, interviews with ADD professionals, book reviews, and links to other ADD-related sites that provide information which may be helpful

Totallyadd.com

A complete guide to Adult ADD and ADHD (Adult Attention Deficit Disorder) and the documentary ADD & Loving It?!

AdditudeMag.com

Attention deficit information about ADHD symptoms, medication, treatment, diagnosis, and parenting ADD children from the experts at ADDitude magazine.

PsychCentral.com

Dr. John Grohol's home of down-to-earth, reliable and objective mental health symptoms and treatment information.

udotherest.com/ (Warning: Pharma Site)

Learn about mobile apps and tools designed to help you manage your day. Learn more about a treatment option for ADHD.

NAPO.com – National Organization of Professional Organizers

For individuals or businesses looking to conquer clutter and chaos, they advice and insight on organizing as well as a way to connect with the most valuable organizing resource of all—the professional organizer.

ChallengingDisorganization.com – Institute for Challenging Disorganization

Provides assistance with locating professional organizers and related professionals are knowledgeable about chronic disorganization (CD) issues.



Organizing for the Disorganized

Mindy Schwartz Katz, MS, ACC
ADHD & Life Coach
Your Life – Plan B
Mindy@yourlife-planb.com