

ADHD & Productivity:

11

Time Hacks That Actually Work



SET GOALS

Define it, divide it,
deadline it.

1



2

TRACK TIME

Spot how the hours
disappear.

PRIORITIZE FIRST

Learn your cues.
Focus your energy.

3



4

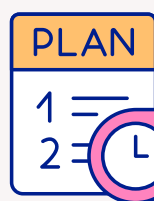
BLOCK TIME

Protect your focus
like it's a treasure.

TAME TASKS

Make your list less
scary, more doable.

5



6

BEAT PROCRASTINATION

Find the block,
clear the path.

STOP INTERRUPTIONS

Boundaries on.
Distractions off.

7



8

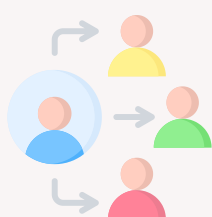
BOOST ENERGY

Peak energy =
peak focus time.

STAY MINDFUL

Pause, breathe,
reset... then go.

9



10

DELEGATE SMART

Pass it on if it's
not your zone.

KEEP IMPROVING

Celebrate wins,
tweak the rest.

11



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READ FULL POST:
[HTTPS://SANESPACES.COM/2023/07/11-TIME-MANAGEMENT-SKILLS-PRACTICE-PRODUCTIVITY/](https://sanespaces.com/2023/07/11-time-management-skills-practice-productivity/)

