

5 Workplace Time Management Tips



for Adults with ADHD



01.

Make Time Visible

See time to manage time.
Use an analog clock to stay aware and focused.



02.

Prioritize Your Tasks

Start each day with a short task list. Focus on your top priorities and stick to them.



03.



Break Big Tasks Down

Big projects feel smaller when you divide them into clear, doable steps. Celebrate progress!



04.

Work in Batches

Group similar tasks together and limit transitions. Protect your focus by working in blocks.



05.

Schedule Regular Check-Ins

Touch base often with your manager or team to stay aligned, supported, and on track.



**Stop fighting the clock
and start leveraging it!**



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/)

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