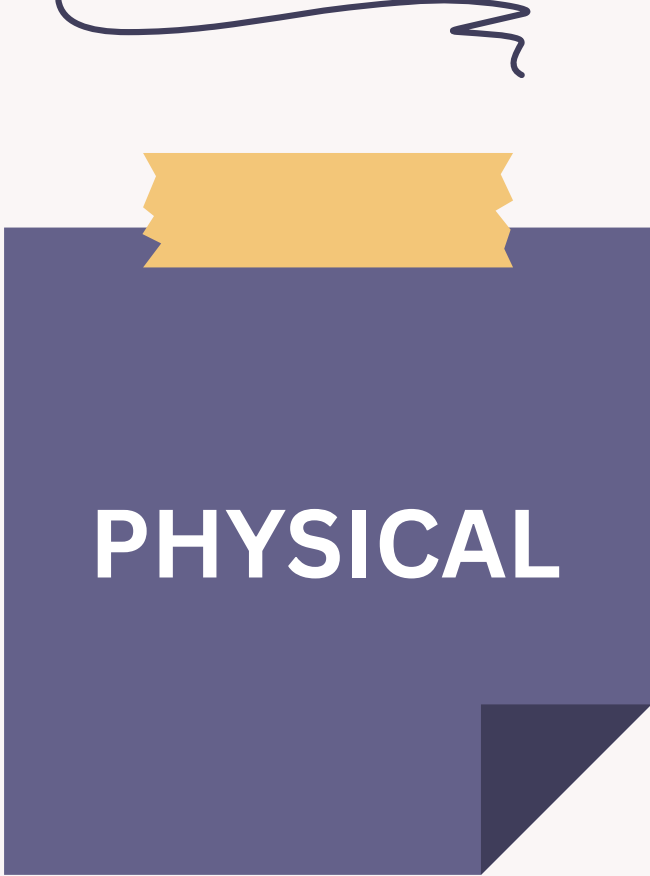
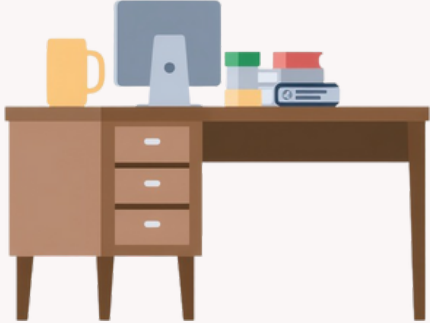
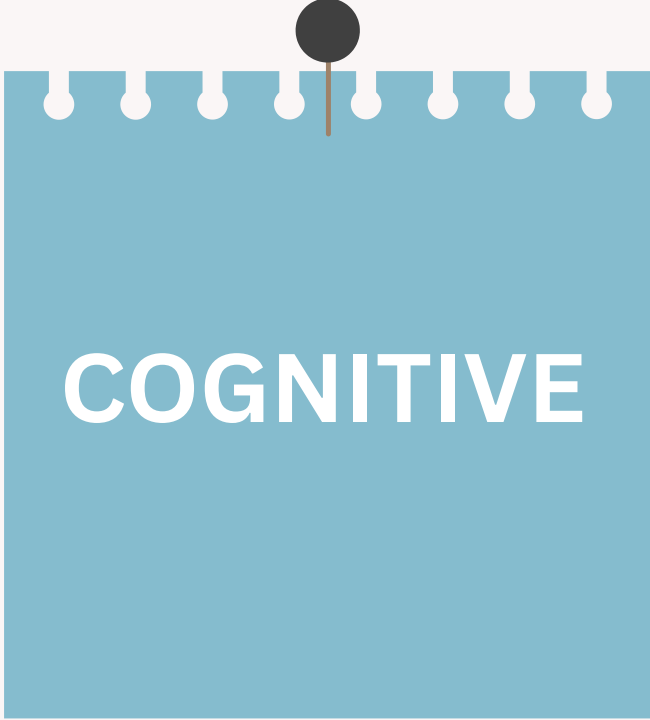


Why disorganization isn’t a flaw (and what actually helps).

Disorganization Types	What it looks like:	What helps:
 PHYSICAL	 • Cluttered workspace • Lost tools and paperwork • Time wasted searching instead of working	 • Start small (one drawer, one surface) • Pare down excess items • Give everything a “home” • Handle items as they arrive
 COGNITIVE	 • Forgetting meetings • Trouble planning or prioritizing • Hyperfocus or task-hopping • Blank mind under pressure	 • Make everything visual • Daily planning routines • Write things down • Practice organization strategies regularly
 VERBAL	 • Rambling or losing your point • Jumping between ideas • Freezing or over-explaining in meetings	 • Slow down and pause • Use outlines or talking points • Name the challenge out loud when helpful

Yes, You Can Get Organized at Work—Even with ADHD!