



DYNAMIC LEARNING SERVICES
WELCOME CHANGE

ADHD and Its Impact on Your Practice

Workshop #3- Data Management and Material Management

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Agenda

- Follow-Up and Reflections
- Data Management and Material Management
- Discussion/Questions/Takeaways



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Follow-Up and Reflections

- Applications and Games
 - Lumosity- improve mental skills (memory, flexibility, concentration)
 - Happify- enhance personal, organizational, and healthcare by improving emotional health.
 - Neuronation- improve cognitive abilities
 - Peak- improves cognitive skills
 - New York Times Crossword
 - Sudoku
- Questions lingering from last week?
- Comments/impressions/reflections from last week?
- What changes have you implemented in your week since our last discussion?



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30 Grounding Techniques to Quiet Distressing Thoughts



- Physical grounding Techniques
- <https://www.healthline.com/health/grounding-techniques#mental-techniques>
- Mental Grounding Techniques

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What is data management? What is material management?



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What Is The Importance of Data Management and Material Management For Attorneys?

1. **Organization:** ADHD can make it challenging to stay organized and keep track of important information. Effective data and material management systems help attorneys maintain order in their work, making it easier to locate documents, evidence, and case details when needed.
2. **Time Management:** Individuals with ADHD often struggle with time management and may have difficulty estimating how long tasks will take. Efficient data and material management can help attorneys allocate their time effectively, ensuring that they focus on critical tasks and deadlines.
3. **Reduced Distractions:** ADHD can make individuals more susceptible to distractions. By having a structured system in place to manage data and materials, attorneys can minimize distractions and stay on track during work hours.
4. **Avoiding Errors:** ADHD can lead to impulsive behavior and mistakes. Well-organized data management reduces the likelihood of errors, such as misplacing important documents or overlooking critical information.
5. **Meeting Deadlines:** Attorneys often work under tight deadlines. A robust data management system helps attorneys keep track of deadlines and prioritize tasks, reducing the risk of missing important dates.
6. **Client Trust:** Clients expect their attorneys to be reliable and trustworthy. Effective data and material management demonstrate professionalism and competence, enhancing client trust and satisfaction.
7. **Ethical Compliance:** Attorneys have ethical obligations to maintain the confidentiality of client information. Proper data management ensures that sensitive client data is securely stored and protected.
8. **Reducing Stress:** ADHD can lead to increased stress levels due to disorganization and difficulties in managing tasks. Implementing efficient data and material management strategies can help reduce stress and increase overall well-being.
9. **Enhancing Focus:** When attorneys have a clear system for managing data and materials, they can focus more on the legal aspects of their work rather than getting bogged down by administrative tasks.
10. **Evidence and Case Building:** In legal practice, having easy access to organized data and materials is crucial for building a strong case. Attorneys with ADHD can present their cases more effectively when they can quickly retrieve and reference relevant information.



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Digital Document Management



1. **Select a Document Management System:** Choose a digital document management system like Dropbox, Google Drive, or a legal-specific tool like NetDocuments or Clio.
2. **Create a Folder Hierarchy:** Organize your documents into a clear and intuitive folder structure. For example, create main folders for clients, cases, or practice areas, and subfolders for specific documents or tasks.
3. **Use Consistent Naming Conventions:** Develop a naming convention for your documents, such as "ClientName_CaseName_Date_Description." Stick to this convention to make it easier to find files later.
4. **Set Up Alerts and Reminders:** Utilize the notification features of your document management system to receive alerts for important deadlines or updates related to specific cases.

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Calendar Management



1. **Digital Calendar:** Use a digital calendar (e.g., Google Calendar or Microsoft Outlook) to manage appointments, deadlines, and tasks.
2. **Color-Coding:** Assign different colors to various types of events or tasks. For instance, use red for urgent deadlines and blue for client meetings.


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 A graphic for the 'Email Management' slide. It features a stylized map of the United States in the background, with a yellow envelope in the top left, a white envelope in the middle left, a green envelope in the center, and a pink envelope in the bottom right. The background is split into blue (top) and orange (bottom) sections. A logo for 'DYNAMIC LEARNING SERVICES' is in the bottom left corner.

Email Management

1. **Use Email Filters:** Set up filters to automatically categorize and organize incoming emails into folders or labels. For example, create folders for clients, cases, or administrative emails.
2. **Inbox Zero:** Strive to achieve "Inbox Zero" daily by categorizing or archiving emails as soon as you read them. Respond to urgent emails immediately.
3. **Unsubscribe and Manage Subscriptions:** Regularly review your email subscriptions and unsubscribe from unnecessary newsletters or promotions to reduce clutter.

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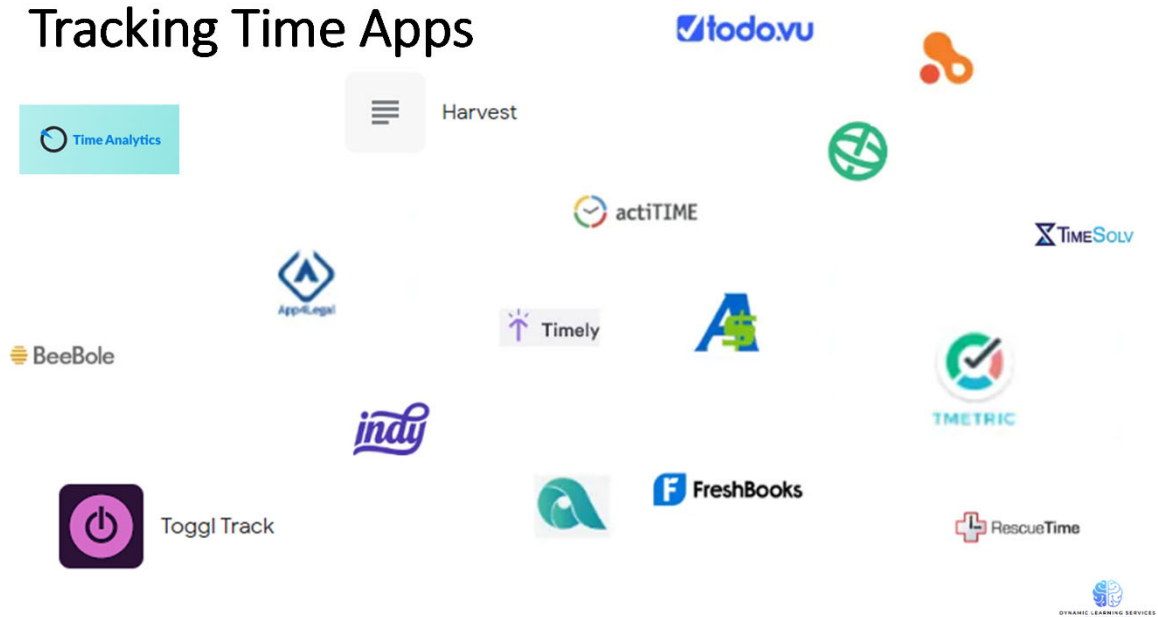

 A graphic for the 'Task Lists and To-Do Apps' slide. It shows a hand holding a smartphone with a blank screen. In the background, there is a whiteboard with various sticky notes and diagrams. The background is split into white (top) and blue (bottom) sections. A logo for 'DYNAMIC LEARNING SERVICES' is in the bottom left corner.

Task Lists and To-Do Apps

- **Choose a Task Management Tool:** Pick a task management app like Todoist, Trello, or Asana to keep track of your tasks and projects.

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Tracking Time Apps




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Note-taking and Legal Research

1. **Digital Note-taking:** Use note-taking apps like Evernote, OneNote, or Notion to jot down case notes, research findings, and important information.
2. **Organize Notes:** Create notebooks or folders within your note-taking app to categorize notes by client, case, or topic.
3. **Use Templates:** Create standardized templates for common documents or case notes to save time and ensure consistency.



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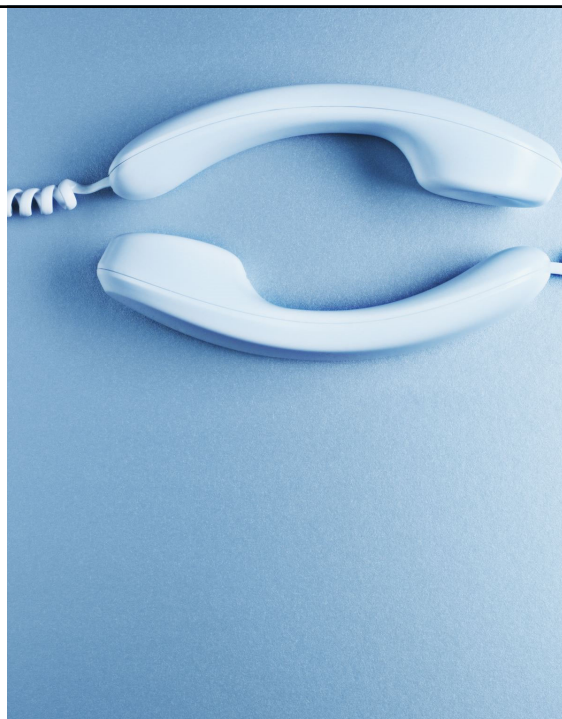
Regular Review and Adjustment

1. **Weekly Review:** Dedicate time each week to review your tasks, calendar, and document organization. Make adjustments as needed to stay on track.
2. **Seek Feedback:** Ask for feedback from colleagues or support staff to identify areas where you can improve your data management processes.

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Assertiveness and Information Management

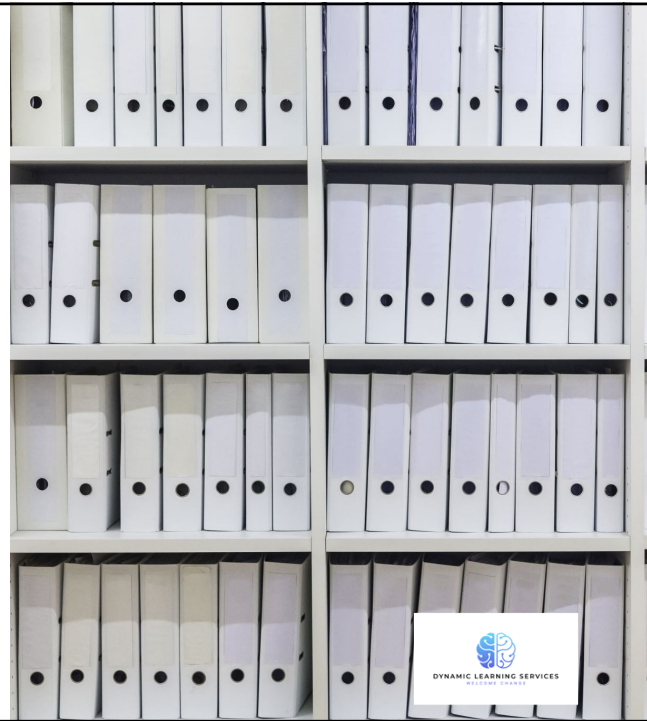
- Asking for others' patience to allow you time to record the information. For example, saying "Let me take a minute to get your information in my phone," and then confirming what you have is correct.
- Request follow-up email summaries after work meetings.



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Material Management

- Keep on your desk only what you are working on.
- Remove anything that would cause distractions.
- Is your workspace conducive to getting your work done?
- What materials are needed to accomplish the task?
- Keep frequently used materials in the same spot.
- Materials should be “organized” - (e.g., desk organizers, book & document holders, wall files, magazine holders, drawer organizers, file organizers).
- Once materials are organized, take a picture so you can get it back to how it was if it becomes disorganized.
- Use a color-coding system (e.g., red folder- work that needs to be completed/addressed immediately; yellow folder- work that needs to be addressed but not a priority; green folder- work that is completed)



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Where's Your Stuff?

1. Choose two separate areas that you use for work or for completing tasks. Examples are your desk (at work or home), your kitchen counter, tables, and so on. Once you have identified them, write the two areas down in your notebook, leaving a few lines of space below each one.
2. Go to one of the areas you selected in step one. Stand or sit at the location and simply look at all the items present. This is fairly clear if you work at home or at a table or kitchen counter. The key is to observe everything on the desk, counter, table, and so on.
3. In your notebook, under the name of the area, write down all the items that don't belong there or are not necessary for the tasks you tend to do there. If you start wanting to rationalize or make excuses for why certain things are there, it's a pretty good indicator that it *does not belong there*. This is a bit like drinking alcohol. If your doctor asks you how much you drink and one of your immediate reactions is to explain why you have 5 drinks a night, then you probably shouldn't be having five drinks a night. If you need to explain to yourself why your son's broken toy has been on your kitchen counter for three years waiting to be glued, it does not belong there.
4. Repeat steps two and three for the second area you choose.
5. Turn to a fresh page in your notebook and write down your reflections on the experience. Were there many things that didn't belong? Did you feel embarrassed by some of the items because of how out of place they were? Did you feel good about removing them? What have you learned about your space that you want to remember?

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Embracing disorganization

- Means taking things apart and putting them back together in a new way.
- Organizational strategies should only be used as a vehicle for your talents, your uniqueness, and your strengths.
- The goal is to begin to see yourself from a different perspective.



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Discussion and Questions?



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