



**DYNAMIC LEARNING SERVICES**  
WELCOME CHANGE

**ADHD and Its Impact on Your Practice**

**Workshop #4- Time Management and Task Management**

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## Agenda

- Follow-Up and Reflections
- Task and Time Management
- Discussion/Questions/Takeaways



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## Follow-Up and Reflections

- 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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What is time and task management?



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## What Is The Importance of Time Management and Task Management For Attorneys?

1. **Increased Productivity:** Attorneys with ADHD often struggle with maintaining focus and organization, which can lead to reduced productivity. Effective time and task management can help them stay on track, complete tasks efficiently, and make the most of their working hours.
2. **Reduced Procrastination:** ADHD can make it challenging to start tasks, especially if they seem overwhelming. By breaking down tasks into smaller, manageable steps and allocating specific time slots for each task, attorneys can reduce procrastination and tackle their workload more effectively.
3. **Prioritization:** Lawyers often have a heavy workload with numerous tasks, deadlines, and client demands. Effective task management helps attorneys with ADHD prioritize their tasks based on urgency and importance, ensuring they focus on what matters most.
4. **Avoiding Overwhelm:** Attorneys may experience high levels of stress and overwhelm, particularly when dealing with complex legal cases. Proper task management helps attorneys break down their work into manageable pieces, reducing stress and making it easier to concentrate.
5. **Meeting Deadlines:** Meeting deadlines is crucial in the legal profession. Time management strategies, like creating schedules and setting reminders, can help attorneys with ADHD stay on top of their deadlines and avoid missing crucial filing dates or court appearances.
6. **Minimizing Mistakes:** ADHD can lead to errors in legal work due to difficulties with attention to detail. Effective task management ensures attorneys allocate sufficient time for reviewing and proofreading their work, reducing the likelihood of mistakes.
7. **Better Client Relations:** Good time management allows attorneys to allocate time for client communication, making them more responsive and attentive to client needs. This can enhance client satisfaction and loyalty.
8. **Enhanced Work-Life Balance:** Attorneys often work long hours, which can strain work-life balance. Effective time and task management can help attorneys allocate time for personal life, relaxation, and self-care, reducing burnout and improving overall well-being.
9. **Decreased Stress and Anxiety:** ADHD can contribute to high levels of stress and anxiety. By managing their time and tasks effectively, attorneys can reduce the stress associated with tight deadlines, uncompleted work, and disorganization.
10. **Increased Job Satisfaction:** When attorneys are better organized and productive, they may find their work more rewarding and enjoyable. Effective time and task management can lead to increased job satisfaction.



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## Calendar Management

**Digital Calendar:** Use a digital calendar (e.g., Google Calendar or Microsoft Outlook) to manage appointments, deadlines, and tasks.

**Color-Coding:** Assign different colors to various types of events or tasks. For instance, use red for urgent deadlines and blue for client meetings.

**Set Multiple Reminders:** Set multiple reminders for important dates, such as a week before, a day before, and an hour before the event or deadline.

**Time Blocking:** Allocate specific time blocks for focused work, client meetings, and administrative tasks. Stick to these blocks to maintain structure.



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## Task Lists and To-Do Apps

**Break Down Tasks:** Divide complex tasks into smaller, manageable sub-tasks. This makes them less overwhelming and easier to complete.

**Prioritize Tasks:** Use a priority system (e.g., high, medium, low) or the Eisenhower Matrix (urgent vs. important) to determine which tasks to tackle first.

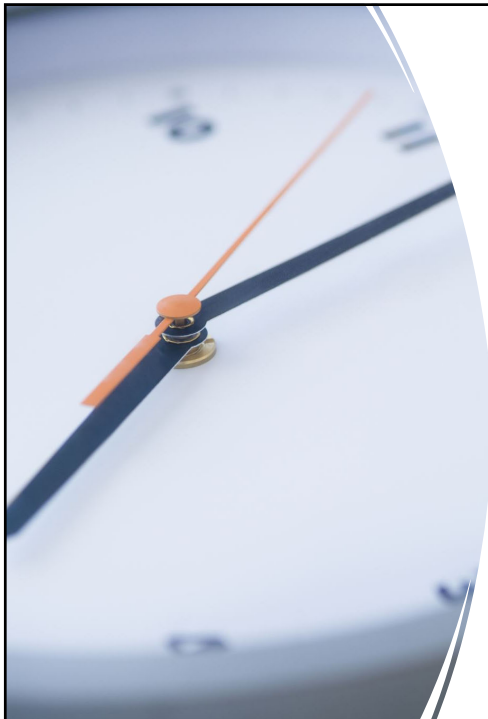
**Set Timers and Deadlines:** Set timers or deadlines for tasks to create a sense of urgency and maintain focus.




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## Use Prioritization Matrix

- Use a prioritization matrix to categorize tasks based on urgency and importance. The matrix can have four quadrants:
  - Urgent and important (do immediately)
  - Important but not urgent (schedule these)
  - Urgent but not important (delegate if possible)
  - Neither urgent nor important (consider eliminating or postponing)




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## Task Management



- **Step 1: Choose a Task Management Tool**
  - Select a task management tool such as Todoist, Trello, or Asana. These tools can help you stay on top of deadlines and tasks.
- **Step 2: Create a Task List**
  - List all your tasks, including legal work, administrative tasks, and personal commitments. **Break down larger tasks into smaller, manageable sub-tasks.**
- **Step 3: Set Priorities and Deadlines**
  - Assign priorities to tasks and **set realistic deadlines**. Use color coding or labels to visually distinguish urgent tasks from less critical ones.
- **Step 4: Use Reminders and Notifications**
  - Utilize reminders and notifications to alert you of upcoming deadlines and tasks. These features can help you stay organized and on track.
- **Step 5: Delegate and Outsource**
  - Recognize you can't do everything by yourself. Identify tasks that can be delegated or outsourced to others. Use paralegals, legal assistants, or virtual assistants to help with administrative or research tasks.
- **Step 6: Regularly Review and Update**
  - Review your task list daily or weekly to ensure it remains up-to-date. Cross off completed tasks and reschedule unfinished ones as needed.



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## Help A Friend Prioritize

1. Ask a friend or family member if you can practice some new prioritization techniques with them.
2. Have them tell you or e-mail you a list of 10 to 15 tasks they need to accomplish. There should be a mix of tasks from all areas in their life (work, personal, family, and so on).
3. Once you have the list, ask them questions about each task to determine which category it should go in. Ask them about due dates and timelines, who is counting on them, and other factors, such as hours of operation or time zones, that may affect the outcomes.
4. Place each of their tasks into the three categories ("must do," "should do," and "would be nice to do"). Then ask them for feedback about how you prioritize the tasks. If they agree with how you did it, ask them why they agree. If they don't agree with how you did it, ask them why they disagree. Doing this will allow you to uncover considerations you missed and reinforce what you did right.

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## To-Do Lists

- If it's not written down, it doesn't exist.
- Keep your list tidy. A cluttered mess is visually overwhelming.
- Give yourself the satisfaction of crossing out completed tasks.
- Keep adding to your list by putting new tasks at the end of it.
- Review and rewrite your list daily.

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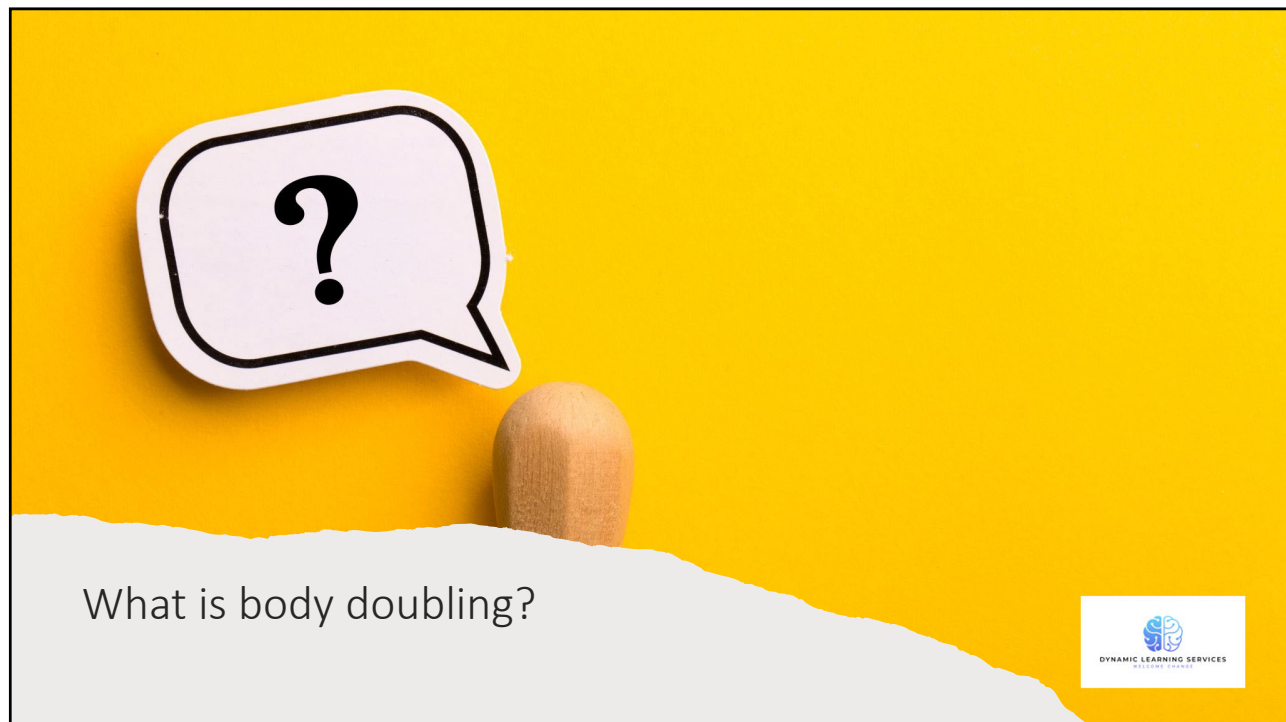
## Time Management

- *Step 1: Use a Calendar App*
  - Employ a digital calendar app like Google Calendar or Outlook. These tools allow you to schedule appointments, court dates, and deadlines.
- *Step 2: Block Out Focus Time*
  - Allocate specific blocks of time for focused work. Set clear start and end times for tasks and adhere to them as closely as possible.
- *Step 3: Avoid Multitasking*
  - Resist the urge to multitask, as it can be especially challenging for individuals with ADHD. Focus on one task at a time to improve productivity.
- *Step 4: Break Tasks Into Pomodoros*
  - Consider using the Pomodoro Technique, which involves working for 25 minutes and then taking a 5-minute break. Repeat this cycle to maintain focus.
- *Step 5: Regularly Reflect and Adjust*
  - Periodically assess your time management strategies and make adjustments based on what works best for you. Be flexible and open to trying new techniques.



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## Body Doubling for Attorneys

1. **Increased Accountability:** When someone is physically present or aware of your work, you're more likely to stay on track and complete tasks. This can help attorneys with ADHD overcome procrastination and stay committed to their work.
2. **Reduced Distractions:** The presence of another person can create a more structured and focused environment, making it less likely for attorneys with ADHD to get distracted by unrelated tasks or thoughts.
3. **External Focus:** Attorneys with ADHD often struggle with maintaining focus. Having a body double can serve as a visual cue to remind them to stay on task. It's a form of external regulation that can help anchor their attention.
4. **Time Management:** A body double can help attorneys manage their time more effectively. Knowing that someone is there to help them stay on schedule can promote better time management and reduce the tendency to lose track of time.
5. **Organization:** Lawyers often deal with a significant amount of paperwork and details. A body double can help with organization, ensuring that important documents and materials are in order and easily accessible.
6. **Reduced Anxiety:** For some attorneys with ADHD, the presence of a body double can reduce anxiety about work. It can provide emotional support and encouragement, making it easier to tackle challenging tasks.
7. **Pomodoro Technique:** Body doubling can be incorporated into techniques like the Pomodoro Technique, where you work for a set time period (e.g., 25 minutes) and then take a short break. Your body double can help you stick to these time blocks and make the breaks more effective.
8. **Brainstorming and Problem-Solving:** Sometimes, attorneys need to brainstorm or solve complex legal problems. Having a body double can facilitate discussion and collaborative problem-solving.



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## How to use body doubling effectively....

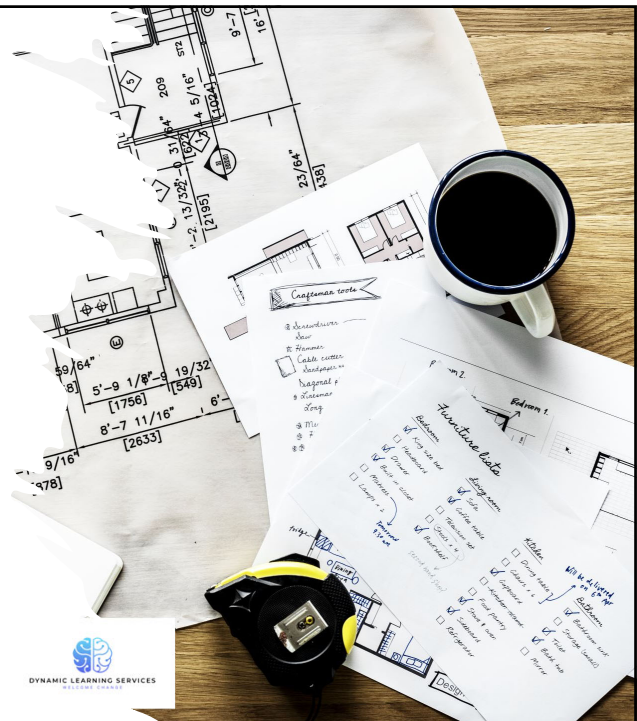
- 1. Choose the Right Person:** Select a body double who understands your needs and is willing to support you in a non-intrusive way. This person can be a colleague, friend, or even a professional coach.
- 2. Set Clear Expectations:** Communicate your goals and objectives to your body double so they know how to assist you effectively.
- 3. Establish Boundaries:** Ensure that the presence of a body double doesn't become a distraction itself. They should be supportive and encouraging without interfering with your work.
- 4. Use Technology:** If it's not possible to have someone physically present, virtual body doubling through video calls or apps can also be effective.



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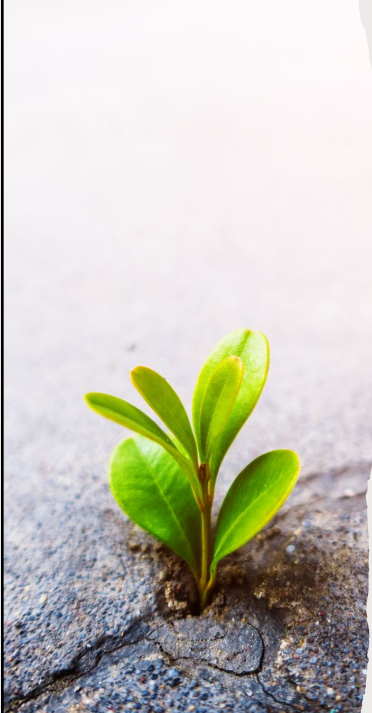
## What's Your Plan?

1. Find a place at home or work with very few distractions. You're going to be thinking fast and will need to pay good attention.
2. Decide on three projects or tasks you want to do, and write them down at the top of a blank page. They can be work-related, such as producing a revenue report or building a cabinet, or they can be home-related, such as cooking spaghetti or helping your child with a school project.
3. Turn to a fresh page in your notebook.
4. For the first project or task, write down the steps you must take before getting started. This might include supplies you need, an environment that needs to be prepared, instructions that need to be found, and so on. Do your best to write them down as fast as you can.
5. Repeat steps 3 and 4 for the next project or task until you have done this for all three projects.
6. Evaluate your work and write down a reflection in your notebook. Were you easily able to identify a preparation plan? Is anything missing? did you have any insights or "aha" moments?




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## Self-Compassion


- Be kind to yourself. Recognize that ADHD presents unique challenges, and not every day will be perfect. Celebrate your achievements and learn from your setbacks.



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## Discussion and Questions?



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