



Managing Your ADHD in the Workplace

Understand your patterns. Reduce friction. Build practical supports.



A practical, strengths-based workbook for identifying workplace challenges and creating ADHD-friendly strategies that make work more manageable.

A gentle, practical resource from Align with Sari

01 Understand your ADHD at work

ADHD can affect attention, working memory, time awareness, task initiation, organisation, impulse control and the way motivation shows up. Everyone experiences these things differently. This workbook is about identifying *your* patterns and designing practical supports around them.

Why this can help

Work becomes easier to navigate when you stop relying on memory, willpower and “just try harder” strategies that do not fit your brain. External systems, clear priorities, visible prompts and realistic ways to start can reduce friction.

How to use this workbook

- Choose one workplace challenge at a time.
- Look for the barrier underneath the behaviour.
- Design supports that make the next action obvious.
- Use your strengths as part of the solution.
- Review and adapt - a strategy that works on Tuesday may need changing on Friday.

Important: This is a non-clinical coaching resource. It is not medical or psychological treatment and does not replace advice from a qualified professional. Workplace policies and support options vary by employer.

02 Spot your friction points

Tick the areas that regularly create friction for you, then add your own examples.

- Getting started on a task
- Knowing what to prioritise
- Estimating how long something will take
- Remembering instructions or details
- Switching between tasks
- Staying focused in distracting environments
- Finishing work once the interesting part is over
- Managing emails/messages
- Meetings and information overload
- Keeping track of deadlines

My top three workplace friction points are:

What usually happens just before the difficulty appears?

03 Build your ADHD-friendly toolkit

The goal is not to create a huge system. Pick one small support for each challenge.

Task initiation

Make the first step tiny: open the document, write the heading, set a 5-minute timer, or gather the materials.

Prioritisation

Brain dump everything, then choose: **Must happen** / **Should happen** / **Could happen**.

Time awareness

Use visible timers, calendar blocks, alarms or a realistic “start preparing” time - not only the final deadline.

Working memory

Externalise it: write it down, use checklists, meeting notes, visual prompts and one trusted place for tasks.

Overwhelm

Shrink the task. Ask: “*What is the next physical action?*” Then do only that.

04 Make work fit you better

Think about the conditions in which you do your best work. These are not excuses - they are information about what helps you function effectively.

My helpful conditions

- Quiet or lower-distraction space
- Written instructions after verbal conversations
- Clear deadlines and priorities
- Shorter task chunks
- Movement breaks
- A visible plan or checklist
- Time to prepare before meetings
- One task at a time when possible
- Regular check-ins or accountability
- A predictable routine with flexibility

Three conditions that make the biggest difference for me are:

A strength I can deliberately use at work is...

05 From overwhelm to action

Use this page when your brain says, "There is too much." Pause before trying to solve everything.

P - Pause

Take one breath. Stop adding tasks for a moment.

A - Awareness

What is actually going on? What is urgent? What is noise?

U - Understand

What is making this hard: unclear expectations, too many steps, low interest, time pressure, distraction or something else?

S - Strategy

The one strategy I will use now is...

E - Execute / Evaluate

My first tiny action is...

After 10-20 minutes, I will check...

Remember: Progress often begins before motivation arrives. Make the first action small enough that starting feels possible.

06 My personal workplace plan

Complete this page so you have a simple reference for yourself - and something you can discuss with a coach, manager or other appropriate support person if useful.

When I am at my best at work, I tend to...

The signs that I am becoming overwhelmed are...

What helps me get back on track is...

One support or adjustment I would like to explore is...

My next workplace experiment

For the next 7 days, I will try: _____

I will know it is helping when: _____

Take what supports you. These worksheets are invitations to reflect, experiment and notice. They are not tests you can pass or fail.

About Align with Sari

I offer a warm, personalised approach to wellbeing through life coaching, specialist ADHD life coaching, yoga, Ayurveda, massage and restorative practices. My intention is to help you reconnect with yourself and create realistic changes that fit your life.

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