

# 101 TIPS

# Managing Your ADD

## Information Tips

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1. You don't have ADD—you have an ADD BrainStyle.
2. ADD is “flavor,” or style, of brain construction (organization) that you're born with, grow up with, and die with, so don't let anyone judge you for the way you are.
3. Tell anyone who asks, “ADD is the way I am made.”
4. You are neither disordered nor deficient.
5. As many assets as liabilities come from an ADD BrainStyle.
6. ADD explains why some things are hard to do while others are easy.
7. Some of the most well-known, talented people throughout history had/have many ADD attributes.
8. Not everyone with ADD appears the same way. You'll have your own special combination of ADD traits.
9. There is more to you than your ADD brain construction.

## Attitude Tips

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10. You've got power when you know how your ADD affects you.
11. Appreciate your ADD, and it will work on your behalf.
12. Know a good thing when you see it, using all the positive attributes your ADD gives you.
13. Stop judging yourself and everyone else who is or isn't ADD. Insist others do the same with you.
14. ADD is not an excuse; it's an explanation.
15. You can be responsible for your ADD.
16. You are valuable as you are, despite what you might have been told.
17. Appreciate and respect differences, your own and others'.

## Work Tips

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18. You are responsible for adjusting for your ADD without acting like a non-ADD person.
19. Make a trade with someone to do the tasks that are difficult for you.
20. Tell others about your ADD if you have useful suggestions to share that improve your work or time together.
21. When negotiating, don't stop until a creative solution has been reached in which everyone gets what he needs or wants.

## Work Tips – Outwardly-Expressive ADD

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- 22a. Give yourself plenty of room to roam and move about.
- 23a. Let yourself be expressive.
- 24a. Watch out that your exuberance doesn't overwhelm others.
- 25a. When you're excited about something, be careful that you don't get tricked into thinking others can keep up with you.
- 26a. Leave time to play. You need it.
- 27a. Make changes, but stay in control of when and how you make them.
- 28a. Find someone to help you plan and structure your life.
- 29a. Sometimes listen and learn from others.
- 30a. Don't be afraid to follow your dreams, even when they are big ones.
- 31a. Strongly consider going into business for yourself, but be sure to factor in clerical and planning support.

## Work Tips – Inwardly-Directed ADD

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- 22b. Acknowledge your interests.
- 23b. Find work settings in which you can utilize your interests, talents and gifts.
- 24b. Be cautious about getting so immersed in what you love to do that you don't see what's happening around you.
- 25b. Dream your dreams and believe in them and yourself.
- 26b. If you're shy, get help to speak up for what you want.
- 27b. Be sure to speak up for what you want.
- 28b. Give yourself the freedom you desire to feel good.
- 29b. Consider developing partnerships with outgoing people.
- 30b. Strongly consider self-employment, with assistance with paper work.
- 31b. Know when to say, "no."

## Work Tips – Highly-Structured ADD

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- 22c. Find ready-made structures to work in that make use of your desire for things to be regular, systematic, and just so.
- 23c. Be sure you work around people and in a setting that reflects your values.
- 24c. Give yourself permission to relax as much as you can stand.
- 25c. Be sure to apply your desire for perfectionism only to yourself—not to others.
- 26c. Let go of judgments, seeing differences between people and their abilities as just that: differences.
- 27c. Mind your own business, not others’.
- 28c. Calmly ask those around you to not interrupt you when you are working.
- 29c. Take responsibility for half of every problem you are involved with.
- 30c. Keep criticism to a minimum.
- 31c. Be kind to yourself.

## Behavioral Tips

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- 32. Tell the truth, except on the rare occasions when the person listening can’t handle it.
- 33. When you act impulsively or lose your temper, figure out what you were feeling immediately beforehand.
- 34. Give yourself permission to protect your sensitive self, but seek ways that won’t hurt you in the process such as, impulsively quitting your job.
- 35. Don’t believe anyone who tells you you’re too sensitive.
- 36. Use your sensitivity to advantage, trusting what you feel, see, and hear. Your intuition is a great tool.
- 37. Be true to the way you learn. If you’re a kinesthetic learner, ask people to *show* you how to do things, rather than *tell* you.
- 38. Add humor in the right places, but know when to turn it off.
- 39. Get help with any addictions, and don’t fool yourself into thinking they don’t make a difference.
- 40. Stop doing what you “should” do. Instead, do what you want to do and take responsibility for the results.

## Organizational Tips

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41. Know which type of types of ADD you are and note how it affects your timing.
42. Relieve others from the effects of your poor time sense. Go it alone until you have timeliness under control.
43. Reward yourself for good time management.
44. Break large tasks down into manageable bits.
45. If you're messy, but know where things are, don't change—unless you're driving someone else crazy. Then negotiate.
46. Get help with paperwork as needed: work on it with someone else, or turn it over to someone else completely.
47. Organize things any way you like that works for you. There's no one right way.
48. Decide whether you do better sticking to a project until it's done or breaking it up into mini-projects. Give yourself rewards each step of the way.
49. Realize there's nothing sacred about being well organized.

## Communication Tips

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50. Remember, people are rarely let go from a job because they lack technical skills. It's usually because of poor communication.
51. Speak up for what you want or need to do your job efficiently or better.
52. Watch out for assumptions on your part and on the part of others.
53. Listen to others.
54. Warn people you work with that you sometimes (or often) say, "Uh-huh," without really hearing what they've asked you to do.
55. You have just as much of value to say as anyone else. Don't argue, but say, "I see it differently."
56. Work on dialoguing back and forth with others and negotiating points of view.
57. Try to understand another's point of view, even though you don't agree with it.
58. Learn to say "no" and firmly set other limits on people and situation.

## Relational Tips

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59. All healthy relationships are based on mutual respect. Start by respecting yourself.
60. Being different doesn't mean you're wrong or bad. Apply this to yourself and others.
61. Concentrate on what's valuable about another person, rather than what you don't like.
62. Realize that all people have strengths and weaknesses. No one is intrinsically better or less adequate than any other person, only different.
63. When you don't agree with another person, ask for his or her perspective on the situation, rather than accusing him or her of being wrong.
64. Strive for consensus—where everyone wins when resolving differences—rather than trying to win.
65. If you don't understand office politics, ask a trusted colleague or coworker to explain them to you.
66. The world needs teams of people who know how to respect and honor one another.
67. Be clear with coworkers, separating your personal feelings from your work relationships.
68. Treat others as you would like to be treated.
69. Treat yourself as well as you treat others.
70. Show respect for everyone else.

## Stress Management Tips

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71. No job is as important as the well-being of the person doing it.
72. Stop beating up on yourself because you do things differently from others.
73. You must fit any job you are doing to avoid chronic, high stress.
74. Job-related stress shows itself physically, mentally, and emotionally. Know the signs and watch for them.
75. Determine whether your stress is temporary or chronic. Cope with temporary stress; make changes in relation to chronic stress.
76. Prevent stress from building up by identifying sources of stress.
77. Learn and use stress reduction techniques regularly.
78. Be sure that your recreation is stress free.
79. Treat stress conditions seriously. Don't keep pushing yourself through the symptoms; change your way of life.

## Employment Tips

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80. Make sure your work reflects your talents and strengths, rather than your liabilities.
81. Be clear about the Natural True You—who you are, what you like, what you value, your passion, and your goals in life.
82. Do not feel guilty about anything that you like or about your way of doing things.
83. Come out of the closet and show others who you truly are.
84. Be sure to update your identity now that you know that you have ADD characteristics.
85. Try new things in order to learn what you like.
86. Do what you like. Don't do what you don't like.
87. If you need to change the way you've been doing things, change. Say, "thank you" for having gone down the wrong path, for you can learn from errors. Then go on, thankful that you've awakened.
88. Start today to make any changes you want.
89. If you can dream it, you can do it. You may only need to learn to do, or to change the way you go about doing what you dream about.

## When-You-Need-a-Lift Tips

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90. You are lucky you are ADD!
91. ADD people are naturally creative, compassionate, energetic people who make the world a more joyous place in which to live.
92. Lots of us are around; you are not alone.
93. Everyone has innate talents and gifts that the world and the people in it need. That includes you.
94. People who are ADD/ADHD characteristics are as intelligent as anyone else.
95. Life may have been tough up until now, but today is the day to look at yourself in a new way and you'll see a winner.
96. You can have an ADD brain style and be successful.
97. When you use your ADD to advantage, you take your power and success into your own hands.
98. You can learn anything, as long as you go about learning it in your own way.
99. You can heal your past hurts and use your experience to help others. You are needed.
100. You are valuable.
101. I'm glad you were born. The world is a better place because of you.