

# Managing ADHD in the Workplace

ADHD can present unique challenges at work, but with the right strategies, employees can harness their strengths and stay on track. This guide offers practical tips to improve focus, time management, communication, and well-being in the workplace.



**Embracing Neurodiversity in the Workplace:** Recognising neurodiversity means valuing different ways of thinking and working, including ADHD. Creating an inclusive workplace where everyone has equal opportunities fosters success for all employees.

**Staying Present:** Start your day with a quick check-in—breathe deeply, stretch, and centre yourself. Take short breaks to reset your focus, whether it’s a walk, stretching, or a brief game to re-energise. Be mindful of the type of attention needed for tasks and use a ‘when/then’ approach (e.g., “When I finish this report, then I’ll grab a coffee”) to stay motivated.

**Managing Emotions:** Identify workplace triggers, such as noise, lighting, or meetings, and create strategies to manage them. Speak with your supervisor about adjustments that may help, such as using noise-cancelling headphones or adjusting your workspace. Develop personal coping techniques like deep breathing or using stress-relief tools.

**Time Management Strategies:** Break projects into smaller tasks with set deadlines. Use visual tools like planners, whiteboards, or time management apps to track progress. Schedule check-ins with your supervisor to stay on track. Tackle less enjoyable tasks when your energy is high and use colour-coding to prioritise work.

**Effective Communication:** Keep workplace communication clear and structured. Use direct language in emails and set deadlines for responses. When running meetings, prepare an agenda and schedule them at times when you feel most focused. If conflicts arise, pause, acknowledge differing views, and work towards solutions calmly.

**Physical Exercise and Self-Care:** Regular physical activity, even just 20 minutes of cardio a few times a week, can improve concentration and reduce stress. Prioritise quality sleep, meaningful relationships, and hobbies outside of work to maintain overall well-being.

## Seeking Support

If you take medication for ADHD, check in with your healthcare provider to assess its effectiveness. Remember, Access Wellbeing Services offers confidential counselling—call 1300 66 77 00 for support in applying these strategies to your work life.

## References

[6 Time Management Tips for People Living with ADHD](#)

[10 Effective Time Management Strategies for Individuals with ADHD](#)

[10 Rules for ADHD-Proof Productivity](#)

[An ADHD Cheat Sheet for Effective Workplace Communication](#)

To book an appointment with one of our counsellors, call or scan the QR Code



**1300 66 77 00**  
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