

LEADING WITH ADHD



ACTIONABLE STRATEGIES TO BOOST
FOCUS, MANAGE TIME, AND THRIVE

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Introduction

Picture this: You're a driven leader, making tough calls, guiding your team, and pushing for results. On the outside, you've got it all together, but behind the scenes, you may be battling constant distractions, impulsivity, disorganisation, and a feeling of never quite being in control. ADHD often manifests in leadership as boredom with routine tasks, impulsive decisions, emotional swings that strain relationships, and a relentless sense of playing catch-up. While you work harder than most, it can still feel like you're falling short.

But here's the truth: ADHD doesn't need to be a roadblock to your leadership. It can be an advantage. Leaders with ADHD often have extraordinary strengths like creativity, innovation, resilience, adaptability, and problem-solving skills that make them stand out. When leveraged effectively, these traits can drive innovation, inspire teams, and fuel leadership with unmatched energy and vision. This guide covers ten tips to help you tap into your strengths and unlock your full leadership potential.

If you believe you have ADHD, seeking professional support from a GP or specialist is crucial for a proper diagnosis and understanding of this unique and complex condition. With the right combination of treatments, which can include medication, behavioural therapy, and coaching, ADHD is highly manageable. ADHD Australia is an excellent source of information and resources, so click here adhdaustralia.org.au to access that. I've also included some additional resources at the end of the e-book for reference.

So let's get started with ten practical strategies designed specifically for leaders like you. These tips will help you harness your unique strengths, overcome common challenges, and turn ADHD into a powerful asset in your leadership journey.

01

Break Tasks into Small Steps

Large tasks can feel overwhelming, so breaking tasks into smaller, manageable steps increases task completion rates in adults with ADHD. Using tools like Todoist to prioritise, create checklists and visualise progress is extremely useful.

So next time you face a large project, break it down into small tasks and tackle them individually. Each small win adds up, keeping you motivated and moving forward. This approach also reduces the feeling of being overwhelmed and provides a clear path to completing tasks.



02

Use Time Blocking & Visual Timers

Time blocking turns chaos into order, giving you control over when and how long you work on tasks. Adding visual timers adds urgency, a perfect match for ADHD brains that respond well to time-based prompts. Tools like Time Timer or a kitchen timer can help you set focused periods, such as 25 minutes of work and a 5-minute break, known as the Pomodoro Technique.

The Pomodoro Technique [click here](#) breaks work into manageable bursts, training the brain to operate with purpose and urgency. This approach keeps you engaged, reduces procrastination, and prevents burnout by maintaining a balanced rhythm. Time blocking with visual cues transforms time management, enhancing productivity and keeping you on track throughout the day.



03

Prioritise With Purpose

Prioritising tasks can be challenging when everything feels urgent. The key is cutting through the noise and focusing on what drives results. Prioritisation is about aligning your time and energy with your most important goals.

The Eisenhower Matrix is a practical tool that categorises tasks by urgency and importance, helping you see where to focus. Apps like Todoist can integrate the matrix into your workflow, keeping you on track.

For those dealing with ADHD or simply feeling overwhelmed, prioritization is a powerful tool. It helps manage the feeling of too many tasks vying for attention, reduces mental clutter, and lowers anxiety. More importantly, it directs your energy toward high-impact activities, boosting productivity and reducing stress. Prioritization isn't just about completing tasks—it's about focusing on what propels your leadership forward. For more on the Eisenhower Matrix, [click here](#).



04

Plan Daily With a Simple Routine

Consistent routines help manage ADHD by reducing decision fatigue and creating structure in your day. Studies show that simple morning or evening planning sessions can boost focus and productivity in adults with ADHD. These routines act as anchors, making transitions between tasks smoother and more manageable.

Start each day by reviewing your top three tasks, using a digital calendar or a paper planner to keep things predictable. This approach not only builds structure but also reduces anxiety, setting a positive tone for the day. Regularly reflecting on what worked can help fine-tune your routine, enhancing control and lowering stress.



05

Set Clear, Specific Goals (SMART)

Consistent routines and SMART goals are crucial for leaders with ADHD. While routines create structure and reduce decision fatigue, SMART goals—Specific, Measurable, Achievable, Relevant, and Time-bound—ensure that every action is purposeful and aligned with your larger vision.

Vague goals often lead to inaction, but SMART goals break down your objectives into clear, actionable steps, making prioritising and maintaining focus easier. Using apps to track these goals helps you stay on course and adjust as needed. Combining routines with SMART goals can turn daily actions into meaningful progress. For more on practical goal setting, [click here](#)



06

Minimise Distractions

Creating a distraction-free work environment is essential for individuals with ADHD, who are often more sensitive to external stimuli that can disrupt focus. A tidy, clutter-free workspace helps reduce visual distractions, aiding concentration. Noise-cancelling headphones can also help by blocking out background noise, which is often particularly distracting.

Digital distractions, such as notifications and social media, can be managed with website blockers, focus modes, or simply turning off notifications while working. Establishing a workspace that limits visual and auditory interruptions helps set the stage for productive work sessions, reducing overwhelm and enhancing focus.



07

Embrace the Two-Minute Rule

Applying the 2-minute rule is a powerful tool for managing ADHD because it encourages immediate action on small tasks, preventing them from piling up. If a task takes 2 minutes or less, handle it right away—whether it's clearing an email, responding to a message, or tidying up your workspace. This approach helps reduce mental clutter, keeps your to-do list manageable, and builds momentum.

For those with ADHD, these quick wins are essential as they boost motivation, reduce overwhelm, and create a sense of progress, helping you stay engaged and focused throughout the day.





Accountability Through Others

External accountability is a powerful motivator for adults with ADHD, helping to improve task completion and focus. Regular check-ins with a coach, buddy, or accountability partner provide the structure and external motivation needed to stay on track and follow through on commitments.

To make this work, schedule weekly or bi-weekly check-ins with someone you trust, using calendar reminders to ensure consistency. These sessions keep you accountable, offer feedback, and provide the encouragement needed to stay aligned with your goals. This routine adds a layer of social commitment that drives action, boosts productivity, and helps manage ADHD-related challenges effectively.



09

Use Visual Aids & Notes

Visual aids are essential tools for memory, planning, and task management, especially for individuals with ADHD who benefit from visual cues. Using color-coded sticky notes, visual planners, or whiteboards helps keep tasks and deadlines front and center, making it easier to remember and prioritize what needs to be done.

Create a visual planning wall at home or in your workspace to display goals, schedules, and important tasks. This approach taps into the ADHD brain's preference for visual stimulation, providing constant reminders that help maintain focus and keep you on track. Visual aids transform abstract plans into tangible prompts, making it simpler to manage time and stay aligned with your objectives.



10

Incorporate Movement & Breaks

Regular movement breaks are essential for adults with ADHD as they help reset focus and boost brain activity. Research shows that incorporating movement every 30-45 minutes can significantly enhance attention and reduce impulsivity, which are common challenges for those with ADHD.

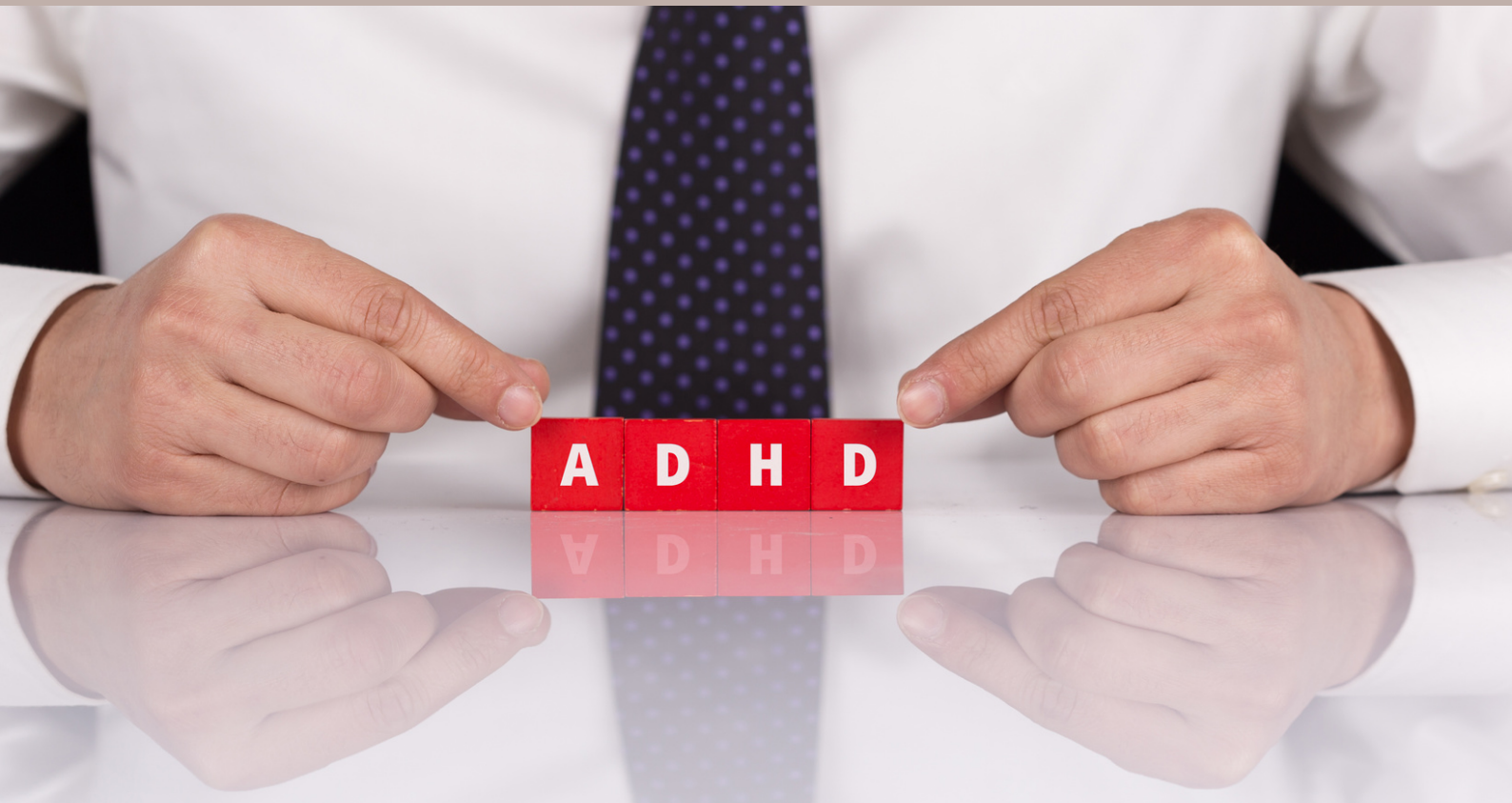
To stay consistent, use break reminder apps or set simple phone alarms to prompt you to move. These short movement breaks, whether stretching, walking, or any quick activity, refresh your mind and keep you engaged, helping maintain productivity throughout the day



Conclusion

ADHD is not a barrier to effective leadership, it's a different way of thinking that, with the right strategies, can become a powerful asset. By implementing these practical strategies, you can improve your focus, manage your time more effectively, and confidently execute your goals. Remember, small changes lead to big outcomes, so pick one strategy and make a start. Remember, your ADHD is not a weakness; it's your unique edge, so leverage it.

If you are ready to take your ADHD management to the next level, sign up for our email list to receive exclusive tips, resources, and insights for leaders. Don't let ADHD hold you back, turn it into your leadership advantage.





Resources

Visit my website: www.bexceptional.com.au

Email: simeonboseley@bexceptional.com.au

Books:

"Driven to Distraction" by Edward Hallowell and John Ratey

"The ADHD Effect on Marriage" by Melissa Orlov

"ADHD 2.0" by Edward M. Hallowell and John Ratey

"Your Brain's Not Broken" by Tamara Rosier, Ph.D

"The ADHD Advantage" by Dale Archer

Websites & Online Communities:

ADHD Australia adhdaustralia.org.au.

ADDA (Attention Deficit Disorder Association): Offers resources, webinars, and support groups for adults with ADHD.

Reddit ADHD Subreddit: Community support, tips, and shared experiences.