



Working from Home with ADHD Tips and Strategies

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Working from home when living with ADHD can certainly have some benefits, but even what we think might be a benefit, such as a flexible schedule, could end up being a significant issue. Spending some time considering how your ADHD might affect your productivity is the best first step. Once you have identified potential challenges putting effective strategies in place will be your key to success.

While working from home, impairments that may have been under control in a structured workplace environment will likely resurface. Inattention, distractibility, hyper focusing and procrastination as well as difficulty with time-management and organization will probably become more of an issue. Access [Your ADHD in the Workplace](#) for a full list of possible ADHD impairments in the workplace. Once you understand what could be causing an issue try putting some of these strategies in place.

Getting Started

- **Set up a work space that is used only for work and only by you.** Declutter around your space to limit visual distractions.
- **Put strategies in place to reduce noise distractions.** Invest in noise cancelling headphones. Develop a playlist of familiar tunes. Use a white noise machine. Find a spot where you can close the door, at least for period of time.
- **Set up structure.** Develop a schedule that works and is as similar to your old schedule as possible. Schedule in breaks and a lunch time as you would at work. Make sure you start on time or you will be tempted to miss breaks and be struggling to catch up all day.
- **Tell those around you, family and friends, what your work hours are** so they do not interrupt you during these hours. If you like, use break and lunch times to interact with the family.
- **Plan in advance to keep up healthy habits.** Schedule in time for aerobic exercise. Plan ahead to ensure that you have the right kind of food available. This will you avoid unhealthy snacking.

Mindset and Staying Focused

- Get dressed in your “designated work clothes” every morning. They need not be exactly what you wore to work, but should be different enough from lounge wear to shift your mind set into a professional mode.
- Eat routinely at schedule breaks as you would at work.
- Take your medication as you would when going into work.
- Remain professional and stay off all social media and Google.
- Use a timer for concentrated work periods and then allow for movement breaks.
- Interject less focused work in between times of higher focus.
- Be aware that hyper focusing may be easier to fall into while working from home. Routine scheduled break times will assist.

Organization

- Organize the next day’s work to-do list prior to ending the day. This will stop your mind dwelling on it while off work, let you mentally prepare for the next day and allow you to hit the ground running first thing in the morning.
- Divide duties into immediate, end of day and long term. Use different white boards or to-do lists for each.
- Use reminders for deadlines and meetings, as you would at work.
- Have someone to help keep you accountable, other than a family member. Setting routine conference calls with your supervisor or co-worker may work well.

Boundaries

- Set time boundaries for work so you are clear about work versus home time. This will prevent work from bleeding into family time.
- Only answer e-mails during work time.
- Don’t get distracted by household duties during work time
- Do not allow work hours to exceed work time. Since there is not a definitive time to go home a late start or hyper focusing may interfere with a specific time to end the day.
- Only watch news at the end the work day. This will decrease interruptions and prevent rumination about current affairs during work hours.
- Access [Workplace Accommodations and Strategies](#) for a full list of potential tips.

Other Useful Resources

Jessica McCabe's [How To Work From Home](#)

[5 ways to Focus at Work from an Executive who's struggled with ADHD](#)

[Working from home with ADHD – I wish I knew this 20 years ago](#)

The A.D.D. Resource Centre [How To Be More Productive When Working From Home](#)