

Top Ten  
**ADHD**  
Productivity  
Hacks

**Your Guide to Boosting Focus  
and Achieving Success**



*Swift Life*

COACHING & CONSULTING

**Shayne Swift, MS**



Top Ten  
**ADHD**  
**Productivity**  
Hacks

**Your Guide to Boosting Focus  
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*by*  
**Shayne Swift, MS**

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# Top 10 ADHD Productivity Hacks: Your Guide to Boosting Focus and Achieving Success

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## Introduction

Living with ADHD can present unique challenges, especially when it comes to productivity and time management. However, with the right strategies and tools, individuals with ADHD can turn these challenges into strengths. This eBook offers the top 10 productivity hacks specifically tailored for those with ADHD, helping you to boost focus, manage time effectively, and achieve your goals.

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## 1. Break Tasks into Smaller Steps

**Why It Works:** Breaking tasks into smaller, manageable steps can prevent overwhelm and make it easier to start and complete projects.

**How to Implement:**

- Identify a large task or project.
- Divide it into smaller, actionable steps.
- Focus on completing one step at a time.
- Use checklists to track progress.

**Example:** Instead of writing an entire report in one go, break it down into steps like research, outline, draft, edit, and final review.

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## 2. Use Timers and the Pomodoro Technique

**Why It Works:** Timers can create a sense of urgency and help maintain focus by breaking work into intervals with short breaks in between.

**How to Implement:**

- Set a timer for 25 minutes (one Pomodoro).
- Work on a task until the timer goes off.
- Take a 5-minute break.
- Repeat, and take a longer break after four Pomodoros.

**Example:** Use a kitchen timer or a Pomodoro app to keep track of work and break periods.

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### 3. Create a Daily Routine

**Why It Works:** A consistent daily routine can provide structure and predictability, reducing anxiety and improving focus.

**How to Implement:**

- Plan your day the night before.
- Include time for work, breaks, meals, and self-care.
- Stick to the routine as closely as possible.

**Example:** Start your day with a morning routine that includes exercise, breakfast, and planning your top three priorities.

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### 4. Utilize Visual Aids and Tools

**Why It Works:** Visual aids like calendars, planners, and task boards can help keep tasks and deadlines visible and top of mind.

**How to Implement:**

- Use a physical or digital calendar to track appointments and deadlines.
- Create a task board with sticky notes for to-dos. Color-code tasks by
- priority or category.

**Example:** Try using a Kanban board to visualize your tasks and their progress.

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### 5. Prioritize Tasks with the Eisenhower Matrix

**Why It Works:** The Eisenhower Matrix helps prioritize tasks by urgency and importance, ensuring that you focus on what matters most.

**How to Implement:**

- Draw a 2x2 grid.
- Label the quadrants: Urgent & Important, Important but Not Urgent, Urgent but Not Important, and Neither.
- Sort your tasks into these quadrants.
- Focus on Urgent & Important tasks first.

**Example:** Urgent & Important: Project deadline Important but Not Urgent: Long-term goal planning

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## 6. Set Clear and Achievable Goals

**Why It Works:** Setting specific, measurable goals provides direction and motivation, making it easier to stay on track.

**How to Implement:**

- Use the SMART criteria: Specific, Measurable, Achievable, Relevant, Time-bound.
- Write down your goals and review them regularly.
- Break larger goals into smaller milestones.

**Example:** Goal: "Complete the marketing plan draft by the end of the month."

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## 7. Reduce Distractions

**Why It Works:** Minimizing distractions can significantly enhance focus and productivity, especially for individuals with ADHD.

**How to Implement:**

- Create a dedicated workspace.
- Use noise-canceling headphones or background music.
- Limit access to social media and other distractions during work periods.

**Example:** Install website blockers like Freedom or StayFocusd to minimize online distractions.

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## 8. Practice Mindfulness and Meditation

**Why It Works:** Mindfulness and meditation can improve concentration, reduce stress, and enhance overall mental well-being.

**How to Implement:**

- Set aside 5-10 minutes each day for meditation.
- Use guided meditation apps like Headspace or Calm.
- Practice mindfulness by paying attention to the present moment.

**Example:** Start your day with a short mindfulness meditation to set a focused tone.

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## 9. Keep a Productivity Journal

**Why It Works:** Journaling helps track progress, identify patterns, and reflect on what works and what doesn't.

**How to Implement:**

- Dedicate a notebook for productivity journaling.
- Write down daily tasks, goals, and reflections.
- Review your journal weekly to make adjustments.

**Example:** At the end of each day, note down what you accomplished and any obstacles you faced.

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## 10. Seek Support and Accountability

**Why It Works:** Having someone to share your goals with can provide motivation and keep you accountable.

**How to Implement:**

- Find an accountability partner or join a support group.
- Share your goals and progress with them regularly.
- Consider working with a coach or mentor.

**Example:** Schedule weekly check-ins with your accountability partner to discuss progress and challenges.

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## Conclusion

By implementing these productivity hacks, individuals with ADHD can enhance their focus, manage their time more effectively, and achieve their personal and professional goals. Remember, the key is to find what works best for you and to stay consistent. With the right strategies and support, you can turn ADHD challenges into strengths and thrive in all areas of your life.

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## About Swift Lyfe Coaching and Consulting

At Swift Lyfe Coaching and Consulting, we specialize in providing tailored ADHD coaching to help individuals unlock their full potential. Our experienced coaches offer personalized strategies and support to navigate the unique challenges of ADHD. Visit us at [website link] to learn more and book your free consultation today.

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## Contact Us

For more information or to schedule a session, please contact us at:

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This eBook is designed to be a practical guide for anyone looking to improve their productivity while managing ADHD. Implement these hacks and watch your productivity soar!







## Meet Shayne Swift, MS

Shayne Swift is the passionate and visionary founder of Swift Lyfe Coaching and Consulting. With a deep personal understanding of the challenges and triumphs associated with ADHD, Shayne has dedicated her career to helping others navigate their unique journeys. Diagnosed with ADHD as an adult in 2012, Shayne brings both lived experience and professional expertise to her practice.

Shayne's journey began in the shadows of mislabels and misunderstandings, where she was often described with terms like "scatterbrained" and "clumsy." Through resilience and determination, she transformed these experiences into a powerful narrative of empowerment and self-discovery. This personal transformation fuels her commitment to dismantling the stigma and shame surrounding ADHD, particularly within communities of color.

 Follow her story on threads:  
[@swiftlyfecoaching](https://www.threads.net/@swiftlyfecoaching)





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