



September 2014 - Wait, what was I working on?

Some of us need help staying focused, right?

Do you find yourself feeling like you haven't accomplished anything during the day, but you didn't sit down much at all, so then, what were you busy doing?

I find keeping a notebook with my to-do list opened on my kitchen counter helps me to focus on projects. Sometimes it contains projects that may take 10 minutes and other projects may take a few of hours.

This notebook has also become the place where our family captures our grocery lists. This way when my teenagers say that I forgot to buy something, I ask them, "Did you write it on the list?" If it's not on the list, then there is a good chance I'm not buying it. I'm off the hook!

Some people find it helpful to play music to keep focused, they like the background noise. Sometimes the music acts as a "pick me up" so it can keep the energy going... such as going through your closet, a high energy song may keep you dancing and working. Personally, I like things quiet.

Even when I'm driving, I don't play the radio, I just like the peace and quiet. Again, it could be because we have 2 teenagers so our house isn't that quiet.

For others, I recommend using a timer to help them remain on the task. There are dozens of apps you can put on your smartphone. If you want to keep it simple, you can always use an egg timer, or the microwave. When the timer goes off, you can check-in with yourself to make sure you have remained on the task, if not, now you change your direction and get re-focused and not waste the entire day on the Google searches and Facebook updates. How did I guess that?

If you are working on a computer task and it's a large project. You should break things down into manageable tasks and give yourself check-in dates. You may even need a person to report to. This may help you accomplish what you set out to accomplish. If you are going to be sitting for a while, schedule breaks and do some stretching exercises or take a short walk to help you to re-focus.

Here is a local event that is taking place is the 14th Annual *Michael Golds AD/HD Conference* on Friday, September 19, 2014 from 8:30 am - 4:30 pm. Oakland Community College Orchard Ridge Campus. [Click here](#) for more information. I've attended this conference for many years and really get a lot out of it.

Your local professional organizer,

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