

3 Important Strategies to BEING ON TIME

Plus a Daily Schedule to Stay Focused!

with Nikki Kinzer, PCC

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3 Important Strategies to BEING ON TIME

“Has anyone seen my keys?” I’ll just send out this last email. Oh that’s an interesting interview on TV. Look, the microwave is dirty. I think I can get one more load of laundry in the wash. The phone is ringing. My son can’t find his permission slip. I can’t find my iPhone. My daughter needs her hair done. Bummer, I forgot to eat breakfast.

Any of this sound familiar? There are actually many reasons why it’s hard to get out the door on time; we get distracted, we lose things, things take longer than we expect, and the list goes on.

**To ease your frustration and calm the chaos,
I came up with a method to get you out the door on time.**

1) Figure out how much time it really takes to get where you are going. For example, if you have to be at work by 9:00 am, take a day and track how long it takes to get ready in the morning. If you have children, consider the time it takes to help them. Next, track the commute, from the moment you wake up until you arrive to your destination. Most people underestimate the “real time” it takes to get out the door. By doing a little analysis of the real amount of time things take, you get an accurate base to work from.

2) Add buffers to your time. Now that you know the “real time,” I want you to add buffers into it, which means adding time. This most likely means you have to get up earlier. I know it doesn’t sound like fun, but if getting out of the door on time is a priority and that is not happening now, you have to do something different. Things always take longer than you expect. What you tracked for one day is just an example of one day. A different day will look different, so you want to be prepared. If it took two hours from the time you woke up to get to the office by 9 am, then I suggest allowing yourself two and a half to three hours. This gives you a solid 30-60 minutes for distractions and unexpected events.

3) Remind yourself of the time. In order for your daily schedule to go smoothly, you have to be reminded of the time. I suggest having clocks in different areas of your home. And not just the digital one on the microwave or stove, these will do nothing for you. You need to be able to see the time passing and analog clocks are great for this. Place clocks where everyone can see them and make sure they aren’t hard to read. Along with clocks, use timers to remind you of where you are in the routine. I often suggest setting it at different times throughout the morning. The first one going off at the half way mark, again when you have 30 minutes left, then 15 minutes, and the final one when it’s time to leave.

For those really crazy days, I have included a daily schedule to use when you need to document every hour of the day and feel like you have a million things to do! This is a great way to organize your day and feel more in control of your time.

Daily Schedule

Today's Date _____

DAILY PRIORITIES	
A	
B	
C	

SCHEDULE	
7:00	
:30	
8:00	
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9:00	
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10:00	
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DAILY TASKS	
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NOTES

Nikki Kinzer

As an ADHD Coach, my passion is to partner with individuals to help them build positive life habits, reduce stress, and inspire them to take back control of their lives.

Through coaching and online training, I have built a growing and evolving ecosystem of ADHD and organizing tools dedicated to helping people reach their goals. I co-host the long-running Internet broadcast, Taking Control: The ADHD Podcast, where Pete Wright and I have been taking questions and offering direct support to listeners since 2010.



I am a certified coach graduate of the ADD Coach Academy (ACCG) and a graduate of Coach U., both are International Coach Federation-accredited training programs. I have received additional ADHD Coach training through Institute for Challenging Disorganization, ADHD Coaches Organization, and MentorCoach. I have a Bachelor of Science degree in Merchandising Management from Oregon State University.

I am a Professional Certified Coach (PCC) through the International Coaching Federation (ICF), which signifies my commitment to the professional standards and ethics in the coaching industry.

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