

**Self Help Resource Pack:  
For People with Attention Deficit (Hyperactivity)  
Disorder (AD(H)D)**

Hyperactivity. Attention. Impulsivity



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This pack has been put together using tips that adults with AD(H)D have found helpful.

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# Introduction to Attention Deficit (Hyperactivity) Disorder (AD(H)D)

## What is it?

**Attention Deficit (Hyperactivity) Disorder (AD(H)D) is a group of behavioural symptoms that include inattentiveness and impulsiveness.**

Symptoms of AD(H)D tend to be noticed at an early age, though not in every case. The symptoms of AD(H)D usually improve with age, but many adults who are diagnosed with the condition at a young age continue to experience some challenges, including experiencing extreme and erratic emotions.

### Parents and teachers often notice the following behaviours in a child:

Inattention and impulsivity	Hyperactivity
<p>Gets distracted all the time</p> <p>Has trouble sticking to doing something for any length of time, particularly if boring or uninteresting</p> <p>Is unusually impulsive e.g. does things on the spur of the moment without thinking</p> <p>Has more than the usual difficulties in concentrating</p>	<p>Is unusually over-active</p>

## How is AD(H)D diagnosed?

AD(H)D is usually diagnosed following difficulties at school. A team of professionals from the Children and Adolescent Mental Health Service (CAMHS) spend time assessing a child's behaviour and ways of thinking, at home and at school, before making a diagnosis.

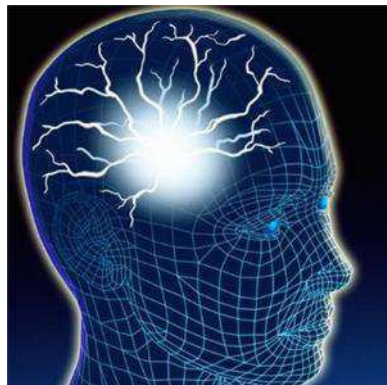
Sometimes these issues are not picked up in childhood. If you are seen for the first time as an adult, your GP would normally refer you to the local Mental Health Team for an assessment. The assessment process takes time, and usually needs several appointments. Assessment identifies both the difficulties described above, but also their impact. The Mental Health Team will normally ask to speak with someone who knows you well to find out their views about your difficulties.

It was previously thought that AD(H)D disappears as children grow, but we now know that this is not always the case. Some problems, like hyperactivity, do get less with age. As people mature, many find their own way of managing the problems (like taking part in sports, or having an outside-focussed job, or using drugs or alcohol to help them to feel more calm). However, other problems may develop, like increased risk-taking, troubles keeping a job or a steady relationship, managing to keep appointments, pay bills on time, or regulate mood.

These can make people feel anxious, low in mood, frustrated and angry, and can have a "knock-on" effect to jobs, relationship, and self-esteem. However, all of these problems can be helped and improved, which is why it is important to get the right help now.

## How common is AD(H)D?

- Around 4 in every 100 school-aged children have AD(H)D.
- Around 2 in every 100 adults have AD(H)D.
- In adults, the number of men and women affected is almost equal.



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Last updated on: 06/06/2017

Acknowledgements: NHS Choices website and NHS Lothian Adult AD(H)D Team for definitions

## What causes AD(H)D?

It's not entirely clear what causes AD(H)D. It's likely that **genes** are involved – about one third of people with AD(H)D have at least one parent with similar symptoms. There is also evidence that suggests there are differences in **how your brain works**. People with AD(H)D often describe having a “noisy” brain which never quite quietens, or have problems with processing information in the same way other people do. It is also likely that some factors from your childhood experience will have increased the likelihood of you developing AD(H)D.

## What is it like to have AD(H)D?

You are the expert on that. However, some of the common problems people describe are:

<b>Some of the common problems adults with AD(H)D describe are:</b>	
<b>Inattention and impulsivity</b>	<b>Hyperactivity</b>
Difficulty turning your thoughts off – having a constantly busy mind	Finding it hard to wait - you fidget and can't sit still
Difficulty with listening to other people - finishing other peoples sentences for them or interrupting them, or saying things at the wrong time	Getting irritable, impatient or frustrated
Getting easily distracted and finding it hard to notice details. Getting bored quickly	Feeling restless or edgy
Difficulty following detailed instructions	Feeling energetic and enthusiastic about things that interest you
Finding it hard to organise yourself. Starting things without finishing them	Being sociable and fun
Being forgetful and losing or misplacing things	Feeling restless or edgy
Tending to do things on the spur of the moment, without thinking	
Being creative, and able to look at things from a different perspective	

The good news is there are lots of things that can help. This resource pack will help to point you in the direction of beginning to make these changes.

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## Impulsiveness in Adults with AD(H)D

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Impulsivity is like not being able to press a 'pause' button. For example not being able to stop speaking, or doing things without thinking through the possible consequences. Being impulsive can be useful, as well as problematic. Following an idea without thinking can sometimes work out well. It can also make planning to do something that needs to be done difficult or increase dangerous risks, e.g. speeding in the car or buying things that aren't affordable.

I find it difficult to .....	You can try this.....
Not say the first thing that comes into my head	<ul style="list-style-type: none"><li>• Let others know that I find this difficult</li><li>• Prepare for particular situations/ conversations (talk it through with someone you trust)</li><li>• Practice self talk, i.e. tell yourself "Stop/ Think"</li></ul>

<p>Wait my turn (and can lose my temper)</p>	<ul style="list-style-type: none"> <li>• Use something to distract you, e.g. phone, or fidget e.g. with key ring or bracelet</li> <li>• Really focus on something you can see. Think about what it looks, feels, smells and sounds like, to distract you</li> </ul>
<p>Stop buying things I can't afford</p>	<ul style="list-style-type: none"> <li>• Don't shop when hungry or tired</li> <li>• Note to self on laptop/PC etc, e.g. "<b>STOP</b> - before I buy, do I need this? Can I afford it?"</li> </ul>



## Top Tips to help with Impulsiveness from people who find this difficult:

- Have a discrete distraction tool (e.g. fidget toy, smart phone, etc). Especially useful in formal situations e.g. a meeting.
- A fidget toy or object can be a pencil top, a key ring, lump of blue tac, a bracelet/wrist band, elastic band – something that you can keep in your pocket for when you need it.



- Exercise such as fast walking, running, rock climbing – every day at the start of the day and outside if possible.
- Don't go to shops or on-line to buy stuff when hungry or tired.
- Talk to someone you trust about what you think you do or say without thinking that makes problems for you - to help them and you know what is difficult for you.
- BEFORE you make big decisions e.g. buying something :
  - try to talk it through with someone you trust
  - try to wait 24 hours BEFORE making a big decision and then see how you feel
- Remember to tell yourself to “**STOP**” and ask yourself “**WHY am I doing this?**”

## Time Management and Organisation

### What is it?

**Attention Deficit (Hyperactivity) Disorder (AD(H)D) is a group of behavioural symptoms that include inattentiveness and impulsiveness.**

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Adults with AD(H)D often find managing time and being organised challenging. It can be difficult to be aware of how much time is passing and how long activities will take. It can be easy to be distracted by anything that is going on around you, e.g. other people talking, the phone ringing or getting lost in day dreaming.

I find it difficult to...	You can try this....
Remember and be on time for appointments	<ul style="list-style-type: none"><li>• Wall calendar on wall, or electronic calendar, e.g. on mobile phone (check it every evening for the next day)</li><li>• Set an alarm on your mobile phone to remind you when to get ready and when to leave house</li><li>• Ask someone to text or call you with a reminder</li></ul>
Keep on top of paperwork	<ul style="list-style-type: none"><li>• Have a set day/time every week when you 'HAVE' to go through paperwork – put it on your calendar</li><li>• Have bills sent electronically instead of on paper</li></ul>

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	<ul style="list-style-type: none"> <li>• Try colour coded/labelled filing/tray</li> </ul>
<p>Get things you need to do done on time</p>	<ul style="list-style-type: none"> <li>• Break down big tasks to achievable, small steps and write a list of small steps</li> <li>• Review lists every day and highlight in colour one thing that you 'HAVE' to get done that day</li> <li>• Learn to say, "I'll get back to you" and set reminder to do that, then think it through to see if you have time to do it <b>before</b> agreeing to taking on another task.</li> </ul>

## Top Tips for managing time and being organised from other people who find this difficult:

- When getting ready to go out, etc time myself with songs: e.g. I have to be dressed by end of this song etc.
- Plan ahead the day before an appointment/need to be somewhere - count time backwards from appointments in detail to know when to set off, checking how long your journey will take e.g. times of buses (try a journey planner app or website) – and add 10 minutes and take something with you to do if you arrive early. Remember arriving early is OK.
- Set alarms on your phone to remind you to do something or leave house now.
- Have set places in your home where you keep things such as keys for example on a key hook by the door where you will see it.
- Be aware of saying or thinking I will 'just' do something because you think you have time to do it. STOP and ASK yourself.... "Is this what I need to do now and do I have enough time to do this now?"
- Tell people you trust that you live or work with that you have AD(H)D and it is difficult for you to remember and ask them to keep reminding you of things you have agreed to do.
- Sync your e-mails and calendar on your phone.
- Have one hard-backed notebook to write daily to do lists and look back at previous days/months.
- Have a watch and use it to keep yourself aware of the time.

## Tools for time management



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## Anxiety and Mood

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Sometimes, people with AD(H)D can feel worried and anxious. A history of saying the wrong thing, blurting out opinions, or being punished for interrupting or physical restlessness, can lead some adults with AD(H)D to feel anxious and even avoid people or certain situations.

Depression can appear in many forms and affect adults with AD(H)D in many different ways. Some depressed people are low in energy and enthusiasm and feel that life is difficult, or even not worth living. Others can feel on edge and even aggressive and still feel down and say or feel little hope for themselves.

Many factors in a person with AD(H)D's life can lead to feeling sad or worried. Difficulties at school, trouble managing impulses, establishing and keeping social relationships, trying to cope with struggles such as poor memory or attention, can make people feel very down and depressed. Poor concentration, disorganisation, sleep disturbances, restlessness etc can all contribute to depression.

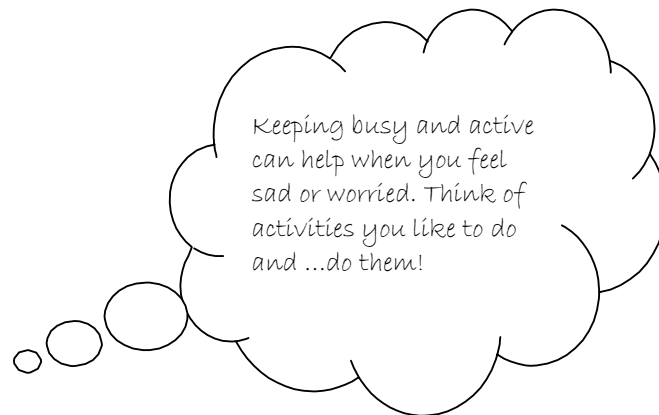
There is also evidence that some people with AD(H)D can find it difficult to control their emotions, or experience sudden and extreme swings in their emotions e.g. being extremely happy one moment to being extremely sad or angry in the next moment, and that this has been the case since a young age.

If you feel your anxiety or depression is interfering with your quality of life, please see your GP and talk about it. There are some things you can do right now though – have a look at the table below. The most important thing to remember is that you **can do something about it** – don't assume this is just the way it's going to be.

I find it difficult to...	You can try this....
Stop worrying	<ul style="list-style-type: none"> <li>• Write your worries down. Put little 'worry notes' into a box and allow yourself to worry about them once a day</li> <li>• Identify the actual problem, and decide if there really is anything you can do about it</li> <li>• Write down lists of solutions to your worries</li> </ul>
Calm down	<ul style="list-style-type: none"> <li>• Use relaxed breathing exercises. Follow these rules: <ul style="list-style-type: none"> <li>• Breathe from the belly</li> <li>• Breathe in slowly, but out more slowly</li> <li>• Keep doing this for 2 minutes</li> </ul> </li> <li>• Distract yourself using the "5,4,3,2,1" trick <ul style="list-style-type: none"> <li>• Identify 5 things you can see and describe them in detail</li> <li>• 4 things you can touch, and how they feel</li> <li>• 3 things you can hear, and what makes the sound</li> <li>• 2 things you can smell</li> <li>• 1 thing you could taste</li> </ul> </li> </ul>
Be positive	<ul style="list-style-type: none"> <li>• Talk to people you know and trust</li> <li>• Stay active. Exercise is a powerful way to improve your mood</li> <li>• Do the things you enjoy, but don't overdo them</li> <li>• Challenge your thoughts. Would someone else you know have a different way of looking at things?</li> </ul>

## Top Tips to help you manage your mood and anxiety:

- First, it is important to recognise that you may have a problem and may need some help. There are stress and anxiety groups in the community that you may be able to access. Please contact your GP in the first instance to find out more about them.
- Exercise (of any kind) and being out and about, is good for calming yourself down. Other things that may help calm you down are: music, watching movies or distracting yourself from your worries and thoughts by speaking to a friend on the phone.
- It is important to know that those worries and sad thoughts will pass, these feelings will not be there forever.
- Think of what others can do to help you and establish a plan with friends and family of how best to help when you are feeling anxious or depressed.
- Mindfulness and Counselling can also be very helpful. You can be referred to Psychological Therapy services via your GP.



## Attention and Remembering

### What is it?

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Being able to pay attention or concentrate is a key challenge for an adult with AD(H)D. It can be made worse by anxiety and low mood, but many people with AD(H)D find this particularly frustrating and difficult.

I find it difficult to...	You can try this....
Concentrate on a task for a long time	<ul style="list-style-type: none"><li>• Use some music (e.g. classical), without lyrics</li><li>• Place cards saying 'Focus!' in different places to help you stay focussed on a task</li><li>• Use alarms to tell you when to finish a task and when to start another one (e.g. when to have a break)</li><li>• Try to make a list of what you will be working on. What are the most important things you need to get done today?</li></ul>
See all the detail in a text, I often miss things	<ul style="list-style-type: none"><li>• Use bright colours to attract attention to important information (e.g. highlighters or post it notes to remind you of future appointments)</li></ul>

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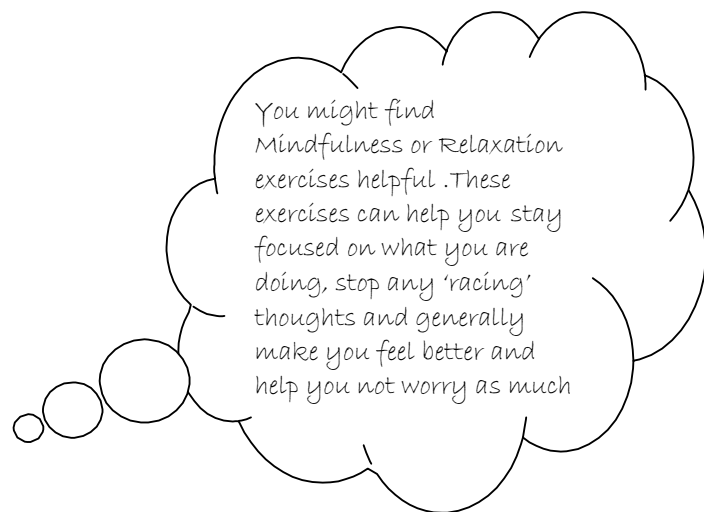


Do two things at once	<ul style="list-style-type: none"><li>• Remove posters or pictures that distract you</li><li>• Switch the TVs and telephones off if possible, or move it somewhere where is not so noisy</li><li>• Use earplugs</li></ul>
Remember information	<ul style="list-style-type: none"><li>• Write things down on a notepad or a mobile phone</li><li>• Let your friends and family know that you struggle with your attention</li></ul>

## Top Tips to help you manage your attention and memory better from people who have similar difficulties:

- Speak your task out loud to help you stay focused.
- Have an item you can fidget or play with (e.g. stress ball).
- Keep things in the same place at home and work ('hot spot').
- Put things in places that will help you remember, e.g. on the floor in front of the door so you have to step on them to leave the flat.
- Baskets and plastic boxes can help you stay organised.
- Take photos of appointment cards or important information on your phone/I-pad so you can refer to it later if you need it.
- Pack a bag for the next day the night before. Plan ahead your day and take time to prepare.

Use tools such as a checklist



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## Frustration and Anger

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Frustration and anger are common in adults with AD(H)D, and these emotions can have negative effects on your life if not carefully managed. Having an argument at work can get you fired or arguing with your partner can strain your relationship with them and make you feel alone and angry with yourself. Sometimes, these outbursts are because this is the only way you know to express an emotion.

It is important to try to understand why we become angry, i.e. what our triggers are, what make it better, what make it worse.

I find it difficult to...	You can try this....
Control my temper	<ul style="list-style-type: none"><li>• Recognise the signs – are you clenching your fists, grinding your teeth or getting tense? If you are, it's time to take a slow breathe out</li><li>• Use relaxed breathing when you start to get wound up. Follow these rules:<ul style="list-style-type: none"><li>• Breathe from the belly</li><li>• Breathe in slowly, but out more slowly</li><li>• Keep doing this for 2 minutes</li></ul></li></ul>
Avoid arguments	<ul style="list-style-type: none"><li>• Agree with people important to you a code word that tells you when you need to step back from the argument</li></ul>

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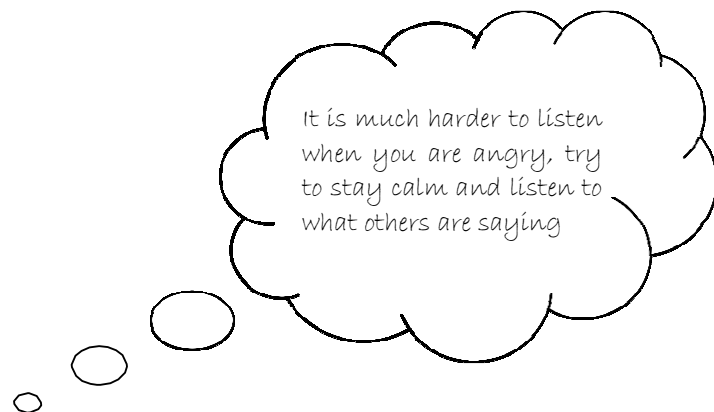
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	<ul style="list-style-type: none"><li>• Ask yourself “What do I want from this discussion?”</li></ul>
Express myself when I’m angry or frustrated	<ul style="list-style-type: none"><li>• Ask people to give you a minute to think</li><li>• Use “I feel...” to start a sentence</li></ul>

## Top Tips for managing your anger and frustration better:

- Try doing exercise (e.g. Yoga) and distracting yourself from the situation that is making you angry.
- Try some relaxation and breathing exercises or listening to soothing music.
- Tell yourself that sometimes others are helping, not just trying to wind you up.
- Sometimes, anger in AD(H)D can be positive as well, as it can be a motivator to achieve things, i.e. it can overcome procrastination.
- It's OK to take a break and walk away and try and figure out your feelings.
- Agree with your family or partner how you would like them to help you when you get angry, have a plan.
- Stop when the argument is going nowhere. No need to get the last word.

It is important that you learn to recognise changes in your body/behaviours which are early warning signs for anger.



## Home Management and Organisation

### What is it?

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Adults with AD(H)D often find managing their routines and keeping on top of jobs at home such as shopping, cleaning and finances difficult. How you organise your home and space and the times and ways of doing things can help.

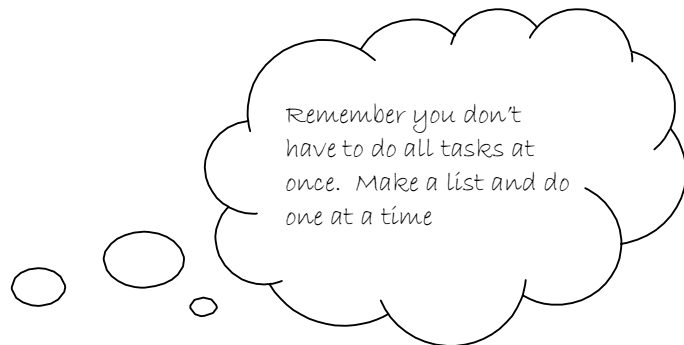
For example:

I find it difficult to...	You can try this....
Remember to pay bills	<ul style="list-style-type: none"><li>• Have bills sent electronically instead of on paper and set up standing orders</li><li>• Calendar on wall or electronic calendar, e.g. on mobile phone (check it every evening for the next day)</li><li>• Set an alarm to remind you on your mobile phone</li><li>• Ask someone to text or call you with a reminder</li></ul>

<p>Have food in the house/ to eat regular meals</p>	<ul style="list-style-type: none"> <li>• Meal planning for the week – write it down – have it on a board on the wall.</li> <li>• Shop once a week for the meals that you have planned.</li> <li>• Try on-line food shopping</li> <li>• Have an emergency meal that you keep in the freezer e.g. fish, chips and peas</li> </ul>
<p>To have clean clothes ready to wear</p>	<ul style="list-style-type: none"> <li>• Have clear boxes /laundry baskets for dirty laundry e.g. one for white clothes and one for dark clothes</li> <li>• Have regular time when you do your laundry</li> <li>• Have boxes/section dividers or set /labelled drawers for different types of clothing e.g. T-shirts, socks</li> </ul>

## Top Tips for managing your home from other people who find this difficult:

- Clear plastic (see-through) boxes, baskets with shelves to put them on to store things that you need and if clear plastic, you can see what is in the box to help you find things. You can also label boxes/baskets.
- De-clutter your home – only keep what you really need in your house so it is easier to find things. Ask someone you trust to help you throw out what you do not need by recycling it or taking it to a charity shop.
- Try and chill out about it more – home doesn't 'have' to be spotless to work in.
- Buy clothes that don't need ironing and only iron what is essential e.g. shirts that will be too creased if not ironed.
- Get your colours done (find out what colours suit you) and only buy T-shirts in those colours – helps laundry, shopping for clothes and you look nice in them.
- Key hooks for hanging keys near the door.
- Divide household tasks between everyone who stays in the house.
- Read bank statements and bills and letters that say 'important' (not at bed time!).
- Meal planning for week – means don't buy unnecessary food we then throw out.





# Problem Solving

## What is it?

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Difficulties with solving problems can be present in many adults with AD(H)D. You may struggle to recognise that a problem is approaching, or act impulsively rather than think through possible solutions. You may find yourself worrying about more immediate or minor issues, rather than seeing the overall problem.

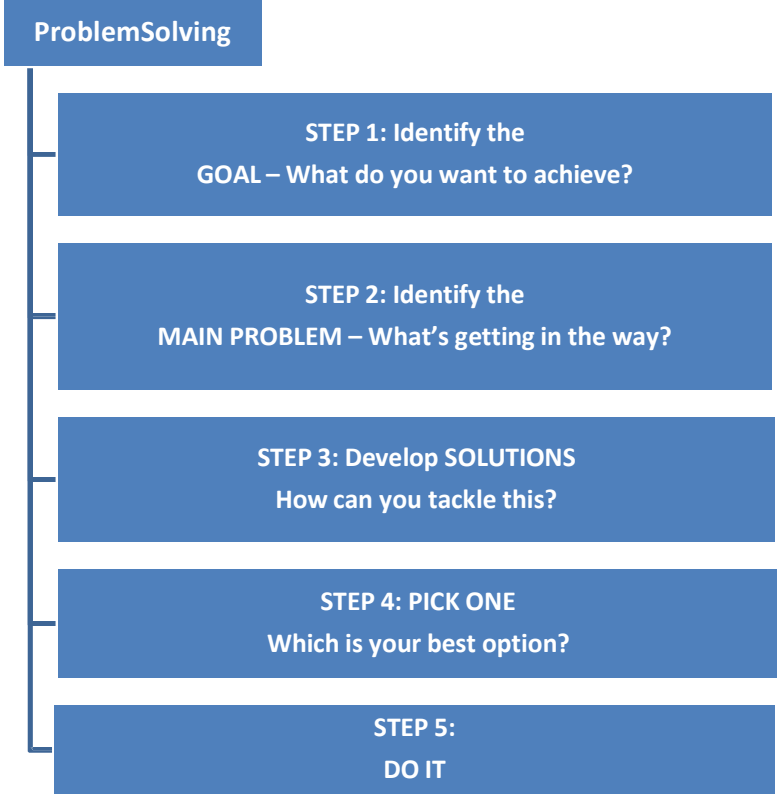
Difficulties with attention, memory, impulse control and inhibition can make problem-solving harder for people with AD(H)D. Feeling very angry, anxious or low in mood can also make it harder to come up with a range of solutions to any possible difficulty.

## What is a problem?

A problem is anything that gets in the way of you achieving your goals.

## What can I do?

Problem solving can be made easier by following some basic rules: following these can help to reduce impulsive responses, reduce frustration and increase your chances of success.



## Top Tips for problem solving from other people who find this difficult:

- Talk through a task out loud to keep you focused and know what you need to do next.
- Adults with AD(H)D can be very creative, and you can use this strength here to help you come up with many possible solutions. The difficulty may be choosing one option and sticking to it.
- You may find it difficult to see the end picture and want things to be resolved and fixed now. Some things may take time and you may need to stick with what you are doing to see an improvement. Don't give up!
- Make sure you find a quiet area where you can concentrate and really think through a problem and possible solutions.
- Be in the right head space – take mini brain breaks.
- Be aware of a tendency to focus on the small details and miss the bigger picture altogether. Maybe discuss your problem with a close friend or family and go through the steps and solutions together.



**Breathe in**

**Breathe out slowly.....**

**.....Now think, “what is the problem?” ... write it down**



# Sleep

## What is it?

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For an adult with AD(H)D having enough sleep is important to help them cope with everyday life. Getting off to sleep and managing bed time routines can be difficult. For example:

I find it difficult to...	You can try this....
Go to sleep	<ul style="list-style-type: none"><li>• Have a bed time routine</li><li>• Have time to relax after having shower/bath and getting ready for bed</li><li>• Avoid caffeine or heavy meals just before bedtime</li></ul>
Wake up and get out of bed in the morning	<ul style="list-style-type: none"><li>• 2 alarm clocks. Take medication when first one goes off and place the second one somewhere where you have to get out of bed</li><li>• Use a dawn simulation lamp on a timer or if you have someone else who can open curtains/blinds just before the time you need to get up</li></ul>

Stay alert during the day and feel sleepy

- Exercise e.g. go for a walk when feeling tired during day rather than taking a nap
- Drink water regularly during the day
- Take movement breaks – rather than sitting for a long time

## Top Tips for getting enough sleep from other people who find this difficult:

### Having a good bedtime routine

- Set an alarm (at set time e.g. 9.15pm or 10.30 pm) to remind yourself to turn screen/computer off (really hard) or download a programme which turns your computer screen yellow at night, or put yellow glasses on.
- Turn lights off when watching TV or use a dimmer on the TV to gradually reduce the amount of light you are exposed to before going to bed.
- Relaxing routines such as: reading, mindfulness (listen to this on headphones), lavender oil / earplugs.
- Breathing – count 5 in / 6 out, practice 'letting go' of the day's worries (you can use notebook to write down worries).

### Exercising during the day

- Getting a friend or family member to do this with you to help with your motivation.

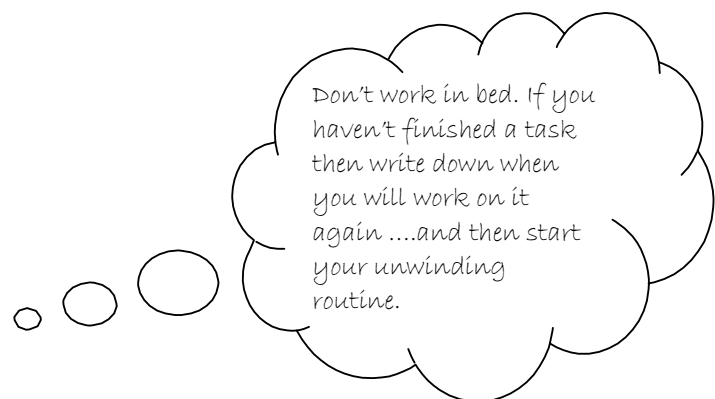
### Managing light

- Room has to be dark no lights on clock, etc – use black out blinds or eye mask.
- Dawn simulation alarm clock/Sunshine and Sunset lamp.

**Speak to your GP** about sleep medication options also consider natural sources of Melatonin e.g. walnuts and cherry juice.

### Reassure yourself

Sleep tracking app – for info and reassurance. I really did get 5½ hours sleep.



## Social Skills and Relationships

### What is it?

**Attention Deficit (Hyperactivity) Disorder (AD(H)D) is a group of behavioural symptoms that include inattentiveness and impulsiveness.**

Symptoms of AD(H)D tend to be noticed at an early age, though not in every case. The symptoms of AD(H)D usually improve with age, but many adults who are diagnosed with the condition at a young age continue to experience some challenges, including experiencing extreme and erratic emotions.

People learn how to be “social” as children by watching others and practicing with friends and family. This can be harder for children with AD(H)D as they struggle to concentrate and focus, and often do not see subtle social messages that others take for granted. Many children with AD(H)D are excluded or rejected from their peer groups, making it even harder to learn social skills. This lasts into adulthood, though most people get a bit better at this as they go along.

Feeling that having good social skills and relationships are a challenge is very common in adults with AD(H)D.

I find it difficult to...	You can try this....
Keep track of conversations	<ul style="list-style-type: none"><li>• Be honest. Tell people when you haven't followed everything</li><li>• Avoid busy environments where there's lots of distractions if you want to talk about something important</li></ul>
Keep promises	<ul style="list-style-type: none"><li>• Write down anything important, or make a recording on your phone of dates and times of arrangements</li></ul>

Keep relationships going

- If you're worried about this, talk to the person
- Ask people what they need from you, and be honest about what you can give



**Top Tips to help you manage your relationships and improve your social skills from other people who find this difficult:**

- I find small talk difficult. Have a stock of general interests items for starting continuing the flow of conversation.
- Learn from others and discuss with a close friend or family member what the best 'rules' of social interaction are.
- Tell people you have AD(H)D and help them understand what this means.
- Remember to make eye contact with others.
- Take small time outs from conversation, use the 'toilet' as an excuse to get some fresh air.
- Remind myself not to interrupt, try and be aware of doing it.



## Work and Study

### What is it?

**Attention Deficit (Hyperactivity) Disorder (AD(H)D) is a group of behavioural symptoms that include inattentiveness and impulsiveness.**

Symptoms of AD(H)D tend to be noticed at an early age, though not in every case. The symptoms of AD(H)D usually improve with age, but many adults who are diagnosed with the condition at a young age continue to experience some challenges, including experiencing extreme and erratic emotions.

Adults with AD(H)D can have lots of good ideas and energy and can get on well with other people at work or college/university. They can also find it difficult to get work done, especially on time and may find it difficult to work with others. There are ideas and things that can be done to help.

For example:

I find it difficult to...	You can try this...
Concentrate at work or when studying especially when it is busy and noisy	<ul style="list-style-type: none"> <li>• Use ear plugs to block out noise, to play music or background noise (e.g. <a href="http://www.noisli.com">www.noisli.com</a>)</li> <li>• Exercise such as fast walking or running – every day at the start of the day and outside if possible</li> <li>• Speak to your Employer/Occupational Health/Tutor/Student Support Services - arrange to work alone in a quiet space</li> </ul>
Keep on top of workload	<ul style="list-style-type: none"> <li>• A 'to do' list for each day – 'post-it' notes on computer screen or whiteboard to write yourself notes – in different colours (rub off notes when done)</li> </ul>

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	<ul style="list-style-type: none"> <li>• Break down big things to do into small goals, write down in set notebook and tick off as you achieve them.</li> </ul>
Complete written work	<ul style="list-style-type: none"> <li>• Reward yourself with regular breaks every 30 -45mins to stop and move for 5 -10 minutes</li> <li>• Try using Information Technology to help such as Dragon Dictate – speech to text software, spell checks, predictive text. Speak with your employer or support services at college/ university about what they can offer to help</li> <li>• Drink lots of water from bottle with a sports cap</li> <li>• Eat healthy crunchy snacks such as apples, carrot sticks and chew gum</li> </ul>

## **Top Tips to help with studying and work from other people who find this difficult:**

- Have a set workplace i.e. a desk and chair for work/study only.
- Don't try to do everything at once.
- Always keep a clearly labelled notebook with you to write down everything that you need to remember /that people ask you to do.
- Try a 'Body Double', 'Work/Study Buddy' and someone to tell what you are going to do and agree time to feed back and check back in with – e.g. Skype/just sound and no picture for a length of time e.g. three hours study.
- Make safe person that you trust at work aware of your AD(H)D so you have someone who understands what you find difficult.
- Put to do lists or topic areas of study up on wall – use colours to separate topics.
- Limit time on social sites.
- Leech block – plug-in for Firefox – also do lockdown for 36 hrs to give yourself a whole day away from games.
- Short chunks and short term goals so you can actually congratulate yourself for all the good stuff you have done rather than worry about what still has to be done.

**Remember that you are always aiming for a balance**



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## Additional Helpful Resources

### 1. General AD(H)D

#### Online support groups:

- AADD-UK online forum <http://aadduk.org/forum>
- UK Adult AD(H)D Network <http://www.ukaan.org/support-groups.htm>

### 2. Money Management & Impulsive Buying

- **Money Advice Service**  
[www.moneyadviceservice.org.uk](http://www.moneyadviceservice.org.uk)  
Call: 0300 500 5000
- **National Debtline**  
[www.nationaldebtline.org](http://www.nationaldebtline.org)  
Call: 0808 808 4000
  - **Money Saving Expert**  
[www.moneysavingexpert.com](http://www.moneysavingexpert.com)
- **Turn2Us (benefit advice)**  
[www.turn2us.org.uk](http://www.turn2us.org.uk)
- **Citizens Advice**  
[www.citizensadviceedinburgh.com](http://www.citizensadviceedinburgh.com)  
Call: 0131 557 1500 (main Edinburgh office)

- **Benefits, financial support, tax credits**

[www.gov.uk/browse/benefits](http://www.gov.uk/browse/benefits)

- **Step Change**

[www.stepchange.org/debt-remedy](http://www.stepchange.org/debt-remedy)

### 3. Anxiety & Mood

#### **Crisis/emergency contacts:**

- **Breathing Space**

Free, confidential phone and web-based service

[www.breathingspacescotland.co.uk](http://www.breathingspacescotland.co.uk)

Call: 0800 83 85 87

Opening hours: Mon-Thurs 6pm – 2am, Fri 6pm – Mon 6am

- **Samaritans**

Confidential emotional support, 24 hours a day for people who are experiencing feelings of distress or despair, including those which may lead to suicide. You don't have to be suicidal to call us. We are here for you if you're worried about something feel upset or confused.

Call: 08457 90 90 90 (24 hours a day)

[www.samaritans.org.uk](http://www.samaritans.org.uk)

- **Mental Health Assessment Service**

Emergency mental health assessment at Royal Edinburgh Hospital

Call: 0131 537 6000 (24 hours a day)

[ADHD&ASD.ResourceTeam@nhslothian.scot.nhs.uk](mailto:ADHD&ASD.ResourceTeam@nhslothian.scot.nhs.uk)

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- **Edinburgh Crisis Centre**

Offer advice and emotional support for people currently experiencing a mental health crisis. Also offer a text service for people who don't feel able to talk

[www.edinburghcrisiscentre.org.uk](http://www.edinburghcrisiscentre.org.uk)

Call: 0808 801 0414

**Online Resources:**

- **Moodjuice**

CBT-based self-help booklets to print/download

[www.moodjuice.scot.nhs.uk](http://www.moodjuice.scot.nhs.uk)

- **Living Life to the Full**

Online CBT course

[www.lltff.com](http://www.lltff.com)

- **Edspace**

Directory of mental health services in Edinburgh

[www.edspace.org.uk](http://www.edspace.org.uk)

**NHS Lothian Stress Control classes:**

- **6 week lecture-style course**

[www.nhslothian.scot.nhs.uk/stresscontrol](http://www.nhslothian.scot.nhs.uk/stresscontrol)

Call: 0131 225 8508 to book a place

**Relationship support**

- **Couple Counselling Lothian**

[www.cclothian.org.uk](http://www.cclothian.org.uk)

Call: 0131 556 1527

[ADHD&ASD.ResourceTeam@nhslothian.scot.nhs.uk](mailto:ADHD&ASD.ResourceTeam@nhslothian.scot.nhs.uk)

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## **Family support**

- **Family Mediation Lothian**

[www.familymediationlothian.co.uk](http://www.familymediationlothian.co.uk)

Call: 0131 226 4507

- **Relationships Scotland**

[www.relationships-scotland.org.uk](http://www.relationships-scotland.org.uk)

Call: 0845 119 2020

## **Social anxiety self-help**

- **Moodjuice**

[www.moodjuice.scot.nhs.uk/shynesssocialphobia.asp](http://www.moodjuice.scot.nhs.uk/shynesssocialphobia.asp)

- **Relaxation CDs** (downloadable from [www.stepsforstress.org](http://www.stepsforstress.org))

[http://www.edspace.org.uk/upload/File/TalkingaboutAD\(H\)D.pdf](http://www.edspace.org.uk/upload/File/TalkingaboutAD(H)D.pdf)

## **4. Frustration & Anger**

### **Courses:**

- **Alternatives to Violence Project** (3 day courses on building self-esteem, communication methods and resolving conflicts)

[www.avpbritain.org.uk](http://www.avpbritain.org.uk)

### **Self-help resources:**

- **Moodjuice**

CBT-based self-help booklets to print/download, including one on anger

[www.moodjuice.scot.nhs.uk](http://www.moodjuice.scot.nhs.uk)

## **Domestic violence and anger**

If anger or frustration leads to violence, these organisations may be of help:

[ADHD&ASD.ResourceTeam@nhslothian.scot.nhs.uk](mailto:ADHD&ASD.ResourceTeam@nhslothian.scot.nhs.uk)

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- **Respect** (confidential helpline for people with concerns about their own anger and for male victims of abuse)  
[www.respect.uk.net](http://www.respect.uk.net)  
Concerns about own anger helpline call: 0808 802 4040 (Mon-Fri, 9am-5pm)  
Male victims helpline call: 0808 801 0327 (Mon-Fri, 9am-5pm)
- **Women's Aid** (charity for women and children affected by domestic abuse)  
[www.womensaid.org.uk](http://www.womensaid.org.uk)  
Call: 0808 2000 247
- **ManKind Initiative** (for male victims of domestic violence)  
[www.mankind.org.uk](http://www.mankind.org.uk)  
Call: 01823 334 244

## 5. Sleep

- **Department of Sleep Medicine, Royal Infirmary Edinburgh** (for sleep apnoea, leg movement disorders or narcolepsy assessment)  
[www.sleep.scot.nhs.uk](http://www.sleep.scot.nhs.uk)
- **Sleep Council UK**  
**The Sleep Council**  
Whether you're looking for information on choosing a mattress, buying a bed, or want tips for a better night's sleep. The Sleep Council promotes the benefits to health and wellbeing of a good night's sleep and the importance of buying a good bed.  
Call: 0800 018 7923 (leaflet line)  
<http://www.sleepcouncil.org.uk/how-to-sleep/>
- **Royal College of Psychiatrists**  
<http://www.rcpsych.ac.uk/healthadvice/problemsdisorders/sleepingwell.aspx>

[ADHD&ASD.ResourceTeam@nhslothian.scot.nhs.uk](mailto:ADHD&ASD.ResourceTeam@nhslothian.scot.nhs.uk)

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- **Sleep Scotland**  
A charity providing support to families of children and young people with additional support needs and severe sleep problems.

Call: 0131 651 1392

<http://www.sleepscotland.org/>

- **Department of Sleep Medicine, Royal Infirmary Edinburgh**  
for sleep apnoea, leg movement disorders or narcolepsy assessment  
[www.sleep.scot.nhs.uk](http://www.sleep.scot.nhs.uk)

## 6. Work & study

- **Noisli** (background noise and colour generator)  
[www.noisli.com](http://www.noisli.com)
- **Working Health Services Lothian** (Occupational Health service for self-employed people and employees of small businesses)

[www.healthyworkinglives.com](http://www.healthyworkinglives.com)

Call: 0131 537 9579

- **Remploy** (for people who have been unwell/ have disabilities and returning to work)

[www.remploy.co.uk](http://www.remploy.co.uk)

Call: 0300 456 8031

- **Women Onto Work** (support for women who have been unemployed for over 6 months)

[www.womenontowork.org](http://www.womenontowork.org)

Call: 0131 475 2622

[ADHD&ASD.ResourceTeam@nhslothian.scot.nhs.uk](mailto:ADHD&ASD.ResourceTeam@nhslothian.scot.nhs.uk)

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- **Disability support in higher education**

[www.gov.uk/rights-disabled-person/education-rights](http://www.gov.uk/rights-disabled-person/education-rights)

## 7. Addictions

- **Alcoholics Anonymous**

[www.alcoholics-anonymous.org.uk](http://www.alcoholics-anonymous.org.uk)

Call: 0800 9177 650

- **Narcotics Anonymous**

[www.ukna.org](http://www.ukna.org)

Call: 0300 999 1212

- **GamCare (problem gambling charity)**

[www.gamcare.org.uk](http://www.gamcare.org.uk)

Call: 0808 8020 133

- **Gamblers Anonymous UK**

[www.gamblersanonymous.org.uk](http://www.gamblersanonymous.org.uk)

- **Sex Addicts Anonymous UK**

[www.saa-recovery.org.uk](http://www.saa-recovery.org.uk)

Call: 07599 917686

- **Additude Strategies and Support for AD(H)D & LD**

[http://www.additudemag.com/AD\(H\)D/article/5235.html](http://www.additudemag.com/AD(H)D/article/5235.html)

## Useful Books:

**You mean I'm not Lazy, Stupid or Crazy: A Self-Help Book for Adults with Attention Deficit Disorder** by Kate Kelly and Peggy Ramundo  
(a book by ADD adults for ADD adults, practical help and moral support to adults who are struggling to understand them).

**ADD and Success** by Lynn Weiss  
(a book about successful people with ADD – “understanding and embracing your ADD character to help you to lead a more enjoyable and productive life”).

**Driven to Distraction** by Ed Hallowell & John Ratey  
(a book written by two American psychiatrists who themselves have AD(H)D).

**It's Not Personal!: A Guide to Anger Management** by A J Katz

**Managing Anger: Simple Steps to Dealing with Frustration and Threat** by Gael Lindenfield

**Overcoming Anger and Irritability** by William Davies

**Overcoming Depression: A self-help guide using cognitive-behavioural techniques** by Paul Gilbert

**Overcoming Anxiety: A self-help guide using cognitive-behavioural techniques**  
by Helen Kennerley

**Overcoming Insomnia and Sleep Problems: A self-help guide using cognitive-behavioural techniques** by Colin Espie (This teaches how to ensure your bedroom encourages a good night's sleep; how to develop good pre bedtime routines; how to deal with a racing mind; and how to relax. It helps in establishing a new sleeping and waking pattern. It teaches us how to make effective use of sleeping pills and in deal with special problems including jet lag and sleepwalking).

[www.overcoming.co.uk](http://www.overcoming.co.uk)

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