

# Easy 5

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## 1 - Use visuals

Colour code things to show priorities. Highlight important instructions or use colours for different themes.

Use charts to help organise work.

Have structured sheets to show what needs to be done and the order it should be done in.

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## 2 - Use a Calendar

Using a calendar or task manager can help to prioritise and manage their time well. There are lots of Calendar apps on phones, or you could use a task manager such as [Todoist](#).

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## 3 - Be active

Build in time in the day to be active. Move around every 20-30 minutes and make sure there is plenty of time to be active throughout the day.

Students could help hand out things in a class, or run an errand or go and get a drink just for a quick break.

## 4 - Have a buddy

Although some students may have a teacher aide with them, it can be helpful to buddy them with another person. This person may be able to help with reminders, keeping on task, giving encouragement and refocussing when needed.

It can also help with social skills. Working with someone else can also help people with ADHD improve their social skills and help with relationships with others.

## 5 - Simple instructions

Make eye contact when giving instructions. Make them simple and actionable eg 'take out your book and pen' rather than 'let's get started for the day'. If you are not sure if they understood the instruction, get them to repeat it in their own words.

When giving instructions it is easy to go into a lot of detail which can mean overload for someone with ADHD. Keep it simple!