

## **ADHD @ Workplace workshop notes to AON**

### **Untreated and Undertreated ADHD has been shown to lead to impairments...**

1. Poor health and/or injury
2. Traffic violations and motor vehicle accidents
3. Substance abuse
4. Risky sexual behaviour
5. Impaired social functioning and trouble at home
6. Criminality
7. Low self-esteem
8. Impaired academic/ occupational performance

### **The Impact of ADHD on Workplace Performance**

1. Performed poorly on job interviews
2. Displayed worse job performance
3. Were less likely to work independently
4. Were less likely to get along with supervisors
5. Had a lower job status
6. Were more likely to be fired or laid off
7. Were more likely to quit or change jobs

### **The Impact of ADHD on Adverse Driving Outcomes**

1. Have had a motor vehicle accident
2. Have more motor vehicle accidents for which they were at fault
3. Have had their licenses suspended
4. To have been cited for speeding
5. Have received traffic citations

## **The Impact of ADHD on Health and Injury**

1. Have problems in sleep
2. Have eating concerns
3. Use tobacco
4. Have emotional health problems

## **Adult ADHD affects family and marital relationships:**

1. Verbally abusive to others when angered
2. Greater difficulty coping with children and family life
3. Higher levels of parenting stress
4. Poor relationships with children
5. Poor parental monitoring may lead to increased risk of accidents in children
6. Some research suggests that when a parent has ADHD, the probability that his or her child with ADHD will also have oppositional defiant disorder increases markedly
7. Less likely to be married
8. Lower marital satisfaction
9. Higher risk of marital problems and higher divorce rate

## **The Impact of ADHD on Health and Injury**

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## Some “Red Flags” for Suspected ADHD

“FLAGS”	EXAMPLES
Organizational skill problems	Missed appointments, poor time management, cluttered desk, unfinished projects.
Erratic work history	Changed jobs frequently, fired due to lateness, forgetting/being unprepared for meetings, difficulty delegating tasks, describing colleagues/employers/clients as frustrated with them.
Anger control problems	Argumentative with authority figures, rage episodes.
Talking excessively, interrupting frequently/inappropriately	Talking loudly on a cell phone in waiting room, answering phone during an exam.
Marital problems	Spouse complains he/she doesn't listen, forgets important events like birthdays/anniversaries, past relationship breakdowns.
Parenting problems	Forgets to give child medications, difficulty establishing/maintaining household routines.
Money-management problems	Fails to do taxes, makes frequent overdrafts, runs out of money, impulse buying of items he/she can't afford.
Substance use/abuse	Especially alcohol and marijuana, excessive caffeine or energy-drink consumption.
Addictions and compulsions	Collecting/hoarding, compulsive shopping, sexual avoidance/addiction, overeating, compulsive exercise, gambling.

## Some "Red Flags" for Suspected ADHD

"FLAGS"	EXAMPLES
Frequent accidents, involvement in risk-taking or extreme sports	
Problems with driving	Speeding tickets, serious accidents, license revoked, choosing not to drive or driving too slowly in attempt to compensate for attention problems.

## ADHD Symptoms Change with Age



### Symptoms in Children

- Fails to give close attention to details, makes careless mistakes
- Does not listen when spoken to
- Does not follow instructions
- Fails to finish schoolwork and homework
- Difficulty organizing tasks and activities
- Loses school materials, pencils, books



### Common Adult Manifestations

- Overlooks or misses details, work is inaccurate
- Loses focus during conversations or readings
- Mind seems elsewhere
- Fails to finish duties at work, is easily sidetracked
- Work is disorganized
- Poor time management
- Loses wallet, keys, mobile phone
- Forgets to return calls, pay bills, keep appointments



## Hyperactivity



### Symptoms in Children

- Squirms and fidgets
- Leaves seat when remaining seated is expected (e.g., in the classroom)
- Runs or climbs when it is inappropriate
- Unable to play quietly
- “On the go” or “driven by a motor”

### Common Adult Manifestations

- Leaves seat in the office or during dinner
- Feels restless
- Unable to engage in leisure activities quietly
- Unable to be still for an extended period of time (e.g., in restaurants, meetings)
- Talks excessively



## Impulsivity



### Symptoms in Children

- Blurts out answers
- Unable to wait his or her turn
- Butts into games or activities
- Uses other people's things without permission

### Common Adult Manifestations

- Completes people's sentences
- Cannot wait for their turn in conversation
- Difficulty waiting in line
- Takes over what others are doing

## Comorbidities in Adults

1. Anxiety
2. Bipolar disorder
3. Borderline personality disorder
4. Cyclothymic disorder
5. Depression
6. Obsessive compulsive disorder
7. Substance abuse

## Goals of Therapy

1. Improve time management and organization
2. Manage impulsivity and hyperactivity
3. Improve problem solving
4. Manage emotions
5. Develop interpersonal skills
6. Improve stress-coping
7. Improve self-esteem

## Psychosocial Interventions

- Psychoeducation  
Empower the patient/family with knowledge about the disorder
- Behavioural interventions  
Use of rewards, consequences, environmental management, ADHD coaching, lifestyle changes
- Social interventions  
Social skills training, anger management, supervised recreation, Parent training
- Psychotherapy  
Self-talk, cognitive therapy, interpersonal therapy, family therapy, etc.
- Educational/vocational accommodations  
Academic remediation, specialized educational placements, workplace interventions

## The solutions to cope with ADHD symptoms

### 1. Distractibility

- Request a private office or quiet cubicle
- Jot down ideas in a notebook to avoid interruption of the current task
- Perform one task at a time. Do not start a new task until the current one is done.

## 2. Impulsivity

- Learn to use self-talk to monitor impulsive actions
- Practice relaxation and meditation techniques
- Anticipate the problems that regularly trigger impulsive reactions and develop routines for coping with these situations.

## 3. Hyperactivity

- Take intermittent breaks to do photocopying, go to the mailroom, or walk to the water fountain
- Take notes in meetings to prevent restlessness.
- Bring lunch—instead of going out to buy it—so the lunch hour can be a time for exercise

## 4. Poor Memory

- Use tape recording devices or take copious notes at meetings.
- Write checklists for complicated tasks
- Learn how to use a day planner and keep it with you to keep track of tasks and events.

## 5. Boredom-blockouts

- Take breaks, drink water, get up and walk around.
- Find a job with stimulating responsibilities and minimal routine tasks
- Break up long tasks into shorter ones

## 6. Time management difficulties

- Use time-line charts to break large projects into smaller pieces, with step-by-step due dates.
- Reward yourself for achieving each due date.
- Use watch devices with alarms, buzzers, planners or computer planning software.

## 7. Procrastination

- Break the task into small pieces, rewarding yourself along the way.
- Ask the supervisor to set a deadline for tasks
- Consider working on a team with a co-worker who manages time well

## 8. Difficulty managing long-term projects

- Break projects up into manageable parts, with rewards for completing each
- Strive to shorten the time allowed on a project to better utilize "sprinting abilities."
- Look for work that requires only short-term tasks.

## 9. Paperwork/details

- Make it a rule to handle each piece of paper only once
- Ask an administrative assistant to handle detailed paperwork.
- Make filing more fun by color coding folders and using catchy labels.

## 10. Interpersonal/social skill issues

- Ask others for feedback, especially if there is a history of problems with colleagues and supervisors.
- Learn to pick up on social cues more readily.
- Work with a coach to determine what types of settings often lead to interpersonal/social issues.
- Seek a position with greater autonomy if working with others is challenging.

## Common side effects of medication

1. A small increase in blood pressure and heart rate
2. Loss of appetite
3. Trouble sleeping
4. Headaches
5. Stomach aches
6. Feeling aggressive, irritable, depressed, anxious or tense



## **Top 5 Potential Benefits of ADHD for Employees**

1. Creativity
2. Good in crises
3. Quick starters
4. Intuitive and detailed-oriented
5. Hyper-focus, quality, and timeliness

## **Problem in workplace of ADHD for Employees**

1. Interpersonal conflict
2. Tardiness
3. High absenteeism
4. High error rate
5. Inability to change
6. Lack of dependability

## **6 Tips Helping ADHDer Succeed In The Workplace**

1. Ask them what would be most helpful
2. Create a suitable office environment
3. Offer flexible scheduling
4. Put instructions in writing
5. Set clear deadlines
6. Make sure there's feedback both ways

## **Tips for management**

1. Be a good listener
2. Hold your judgment
3. Keep him/her engaged
4. Study disability discrimination ordinance

## Workplace accommodations

1. Flexible scheduling with deadline
2. Frequent breaks
3. Reward systems
4. Office configurations
5. Closer supervision / coaching

## 6 Tips for Working With Someone With ADHD

1. Keep explanations concise, to-the-point
2. If you are feeling ignored, speak up
3. If something is time-sensitive, give a deadline
4. Don't micromanage
5. Don't make ADHD symptoms about characters
6. Reminder, reminder, reminder.....

## 6 Tips for ADHDer employee

1. Voice out your need and problem
2. Use tools like timers or Apps
3. Use Visual Reminders
4. Connect With Positive Coworkers
5. Calming Techniques like meditation
6. Find professionals to help to manage your ADHD

## How companies can support neurodiversity

### Revisit the hiring process

- Cast a wider net
- Evaluate screening criteria and process
- Reinvent the interview
- Expand the roles available

### Create a conducive work environment

- Respect individual differences
- Provide a mentor (and a buddy)
- Create a culture that offers, encourages, and accepts both flexibility and inflexibility

### Provide tailored career journeys

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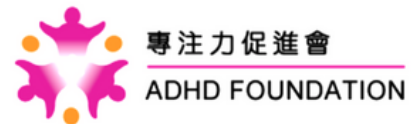
## Tips for ADHDers

1. Get diagnose
2. ADHD education
3. Medication
4. Behavioural therapy
5. Accommodate

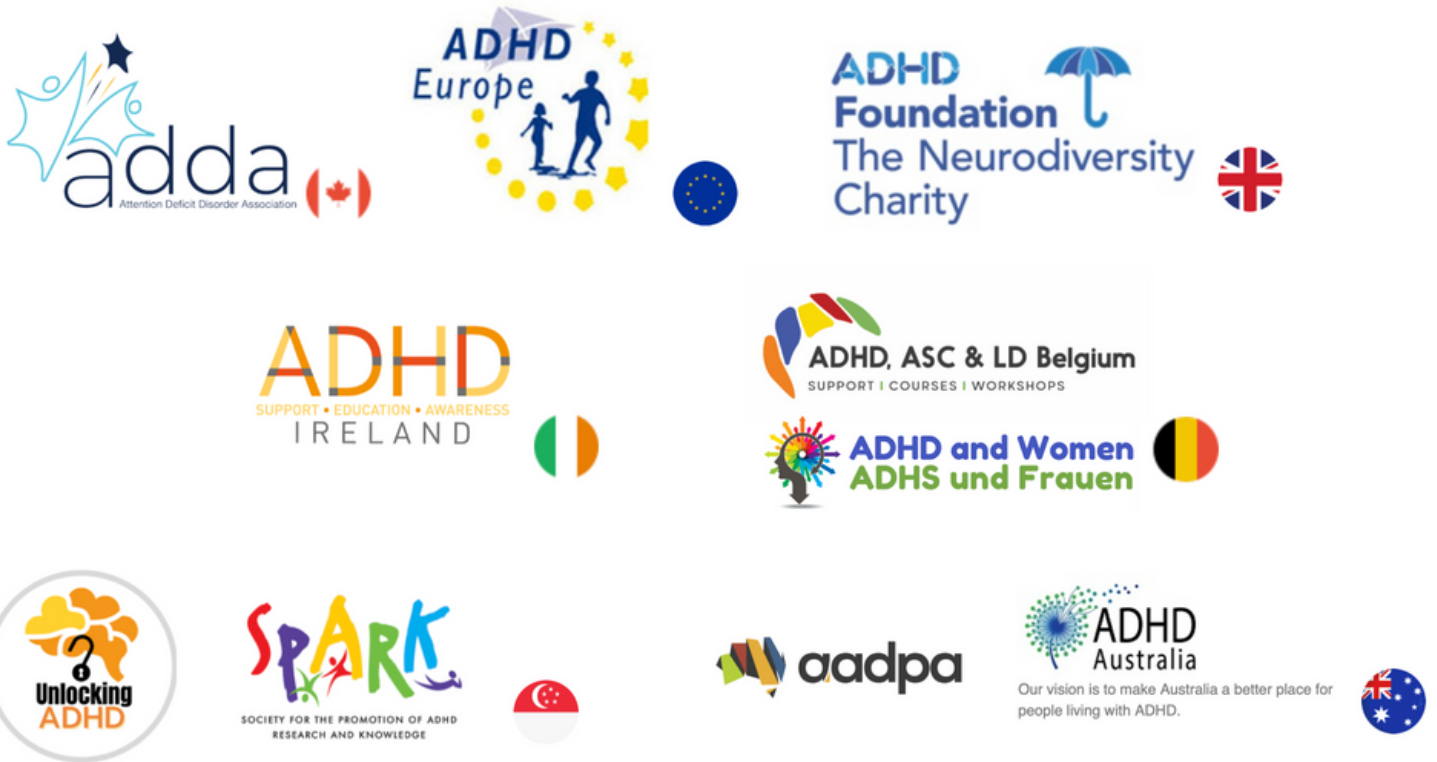
## Tips for Employers

1. Give opportunities to ADHDer
2. ADHD education
3. Adjustment
4. Support by professionals

## Hong Kong ADHD supporting organizations



## Global ADHD supporting organizations



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