

### The Critical Role of Department heads and Vice Presidents

Vice Presidents and department heads are strategic leaders responsible for overseeing teams, aligning departmental goals with organizational strategy, managing budgets, developing talent, and driving performance. Whether you're heading up marketing, engineering, finance, HR, or operations, you're expected to **make big decisions, build cross-functional trust, and execute at a high level.**

Your role bridges **vision and execution**. You're leading your team through shifting priorities, limited resources, and evolving markets—all while serving as a key voice at the leadership table.

### Common ADHD Challenges VPs and Department Heads

Leadership roles offer the **autonomy and big-picture thinking** many ADHDers crave—but also come with high expectations for consistency, emotional regulation, and follow-through. Here's how ADHD symptoms often show up in executive leadership:

#### 1. Struggling to Prioritize When Everything Feels Important

- From urgent fires to strategic initiatives, ADHDers may have difficulty discerning **what actually deserves their time and energy**.
- This can lead to **decision fatigue, reactive leadership, or lack of focus** on what moves the needle.

#### 2. Time Blindness and Overscheduled Calendars

- ADHD impacts time estimation and pacing, making it easy to **overbook, underestimate time needed for deep work**, or constantly running behind.

#### 3. Inconsistent Follow-Through

- You may **start strong with new initiatives** but struggle to maintain momentum—especially if the task becomes repetitive, administrative, or no longer exciting.

#### 4. Working Memory Gaps and Meeting Overload

- Back-to-back meetings and multiple decision points can overload working memory, leading to **forgotten action items, miscommunications, or missed deadlines**.

#### 5. Emotional Dysregulation in High-Stakes Situations

- As a leader, you're expected to model composure. But ADHD can cause **impulsiveness, over-explaining, frustration, or overreacting** to stress or feedback.

### Tips and Tricks to Help ADHD Leaders Thrive in Senior Roles

At this level, your leadership success depends on your ability to **delegate well, think strategically, and stay aligned with your vision**. These ADHD-friendly strategies help you lead effectively without burning out:

#### 1. Use a Weekly CEO-Style Check-In with Yourself

- Block time weekly to review:
  - Department goals
  - Team bottlenecks
  - Calendar alignment
  - What you're avoiding
- This gives ADHDers the **space to zoom out and recalibrate**, rather than just reacting to what's loudest.

#### 2. Creating a Decision Dashboard

- Track big decisions and priorities in a single place (e.g., Notion, OneNote, Google Doc):
  - What's been decided
  - What's in progress

- What's waiting on others
- Helps with memory, delegation, and long-term visibility.

#### 3. Limit Meetings That Drain You

- Ask: Do I need to be here? Can this be an update instead?
- Schedule **"buffer blocks"** before/after key meetings to reduce decision fatigue and context switching.

#### 4. Use Executive Function Anchors

- Use cues like:
  - "What's the most strategic thing I can do today?"
  - "Is this moving the department forward, or just making noise?"
- This helps pull ADHDers out of rabbit holes and **back**

into high-value work.

## 5. Delegate with Clarity (and Write It Down)

- Don't rely on verbal handoffs. Use:
  - Email recaps
  - Shared to-do lists
  - Task management tools ([Asana](#), [Todoist](#), [ClickUp](#))
- This ensures follow-through **without adding more to your mental load**.

## 6. Building Recovery into Your Calendar

- Build in **mini-reset rituals** between high-stakes interactions.
  - Deep breathing
  - Notes-to-self
  - Short walks or hydration breaks
- These protect your emotional bandwidth—and model healthy regulation for your team.

### How ADHD Coaching Can Help VPs and Department Heads Lead with Impact and Ease

As a senior leader, your role depends on **clarity, decisiveness, and strategic execution**—all areas where ADHD can either **fuel momentum or disrupt it**, depending on your systems.

**With ADHD coaching, VPs and department heads can:**

- ✓ Create personal systems for decision-making, delegation, and strategic planning
- ✓ Improve time awareness and energy management in demanding calendars
- ✓ Reduce overwhelm and emotional reactivity in leadership situations
- ✓ Clarify priorities and reduce impulsive commitments
- ✓ Leverage ADHD strengths—big-picture vision, intuitive leadership, and problem-solving speed

If you've reached leadership but feel like you're holding it together with caffeine, charisma, and a calendar full of chaos, ADHD coaching can help you **step into your role with more clarity, consistency, and confidence**.

