

A background image of a desk with various items including papers, a calculator, a cup, and a notebook.

How To Make A.D.D. your Superpower and Get Work Done!

MY SECRETS TO TAME A SQUIRRELY BRAIN

*"If you don't change what you are
doing today, All of your tomorrows
will look like yesterday."*

~ Jim Rohn ~

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Have a **clean and clear physical space** to work. When there is clutter it is hard to focus at the task you are setting out to complete.



Clear space in the mental capacity such as an app to limit the scroll time on social media or a timer.



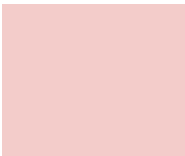
Make a **brain dump list** so that you can get all the things that need to be done in front of you and in a place where you can see the list and add or subtract from the list.



Decide what your **R.N.I Right Now Important** goals are from your brain dump list and choose the 3 items that will get you closer to your goal you have set.



Once you have figured out your goals to work on that day, get your **space and mind into a creative mode zone**. Some ideas are listening to classical music, diffusing an oil or burning a candle.





Manage distractions once you are in the creative mode zone. This can be accomplished by turning your phone to airplane mode so you are not disturbed while you are in the zone. Set a time to also insure that you are dedicated to that task for the allotted time that has been set.



Set small goals and and celebrate small victories. It can be overwhelming to have such a large goal and project to complete so celebrate the small wins as you go throughout the day. Be your own cheerleader.



Create an **award system** for yourself as you hit your small goals and victories. Grab your favorite coffee, have a sweet treat and take a few minutes to celebrate then get back to work.



Buy Back Your Time outsourcing things on your brain dump list to get it completed. Hire a cleaning person

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Notes

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