



BlueResource<sup>SM</sup> – Controlling Your Condition – Working with ADHD

## Office Hacks to Boost Focus

Our brains are amazing. Still, they don't all work the same way. The differences make the world richer. They spark creativity, drive invention and inspire art. At times, they can make work difficult. If you live with attention deficit hyperactivity disorder or ADHD, try these simple tips to stay focused:

**Tame sensory overload.** Get rid of distractions. Wear noise-canceling headphones. Clear away clutter. Limit the number of open tabs on your computer screen.

**Give yourself a break.** Change things up when your mind switches off. Go for a short walk. Refuel with a healthy snack. Return to your task with renewed focus.

**Make friends with time.** Wear a watch. Place clocks where you spend a lot of time. Set a timer for tasks. Use app reminders to stay on schedule.

**Organize your workspace.** Control clutter. Create a designated place for everything. Throw away the stuff you don't need. Do tasks right away.



**Sharpen your focus with these workplace tips.**

**Sources:** *Adult ADHD: What It Feels Like to Have It.* Psycom. 2022.  
*Tips for Managing Adult ADHD.* HelpGuide. 2022.

769452.0625



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