

# Organize Your Life with ADHD

## Practical Tips and Solutions

SORTED.SA



## Hello!

My name is Sara Al-Issa, owner and founder of SORTED, and I'm delighted to personally welcome you to the SORTED family.

I am pleased to share with you this comprehensive guide designed to support adults with ADHD. It aims to help you organize your life in an effective and structured way. Through this guide, I will be with you every step of the way, simplifying daily tasks and reducing the stress caused by distraction. Every part of this guide is carefully designed to meet your personal needs, providing you with the tools necessary to manage your time and responsibilities more effectively.

We are pleased to offer this free PDF to support individuals with ADHD in organizing their lives. Our goal is to reach and benefit as many people as possible, and we kindly ask you to respect copyright by not removing the author's name or reusing the content in any way that does not credit its rightful creator. With God's will, your journey towards a more organized life will be filled with achievements and peace of mind.

If you need any assistance, don't hesitate to contact me via Instagram [@sorted.sa](https://www.instagram.com/sorted.sa) or visit the website [www.sorted.sa](http://www.sorted.sa)

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People with Attention Deficit Hyperactivity Disorder (ADHD) face unique challenges in maintaining organized, clutter-free spaces. Distractions can be everywhere, and daily clutter can quickly pile up, causing stress and overwhelm. However, by using practical organizing strategies specifically tailored to the needs of individuals with ADHD, it's possible to create a peaceful, organized environment. In this guide, we will cover simple and actionable steps to help you declutter and maintain an effective system with ease.

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As a professional organizer, I always prioritize decluttering and reducing chaos, so I'll start by emphasizing the importance of this step.

Decluttering is the foundation for achieving a tidy and organized environment, which is especially crucial for individuals with Attention Deficit Hyperactivity Disorder (ADHD). Clutter is one of the biggest causes of distraction, and when we reduce unnecessary items, we can create a clear and calmer space, which helps improve focus and organization.

## The importance of decluttering for individuals with ADHD is significant and includes:

### 1- Reducing Distractions:

Decluttering unnecessary items and chaos helps reduce visual stimuli that may distract attention and affect focus.

### 2- Increasing Organizational Ability:

When they have fewer items, it becomes easier to organize their spaces and keep them tidy.

### 3- Improving Focus:

A clean and simple environment enhances the ability to focus on important tasks instead of being overwhelmed by clutter.

#### 4- Reducing Stress:

Clutter can cause feelings of overwhelm and anxiety for individuals with ADHD.

Decluttering helps create a comfortable and calm environment.

#### 5- Easier Time Management:

With less clutter, it's easier to find things and complete tasks more quickly, contributing to better time management.

### What are the basic principles?

- 1 Focus on simplicity in organizing.
- 2 Declutter and reduce excess items to minimize distractions.
- 3 Use easy-to-maintain organizing methods.



## How to Organize Rooms for People with ADHD:

### Bedroom

- Use clear bins or open shelves for visible storage.
- Simplify the closet: keep only frequently used clothes visible.
- Create an area next to the bed or near the entrance for items like phones, keys, or glasses.

### Kitchen

- Minimize kitchen tools and keep only the essentials.
- Label cabinets and shelves for easy identification of contents.
- Keep countertops clear to reduce visual clutter

### Office

- Set up visible file systems or trays to manage paperwork.
- Minimize hidden storage to avoid forgetting tasks or documents.
- Use timers and reminders for focused work sessions.

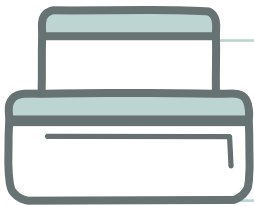
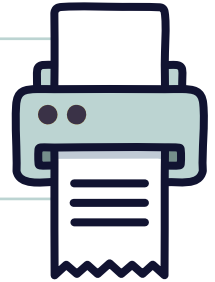
### Kids' Rooms

- Use labeled bins for toys and school supplies.
- Set up an easily accessible homework station.
- Reduce the number of toys to limit clutter.

## Needed Organizational Tools:

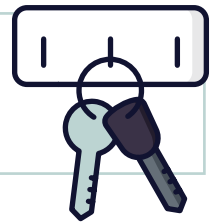
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1. A label machine to label drawers, cabinets, and storage bins.



2. Clear bins/containers to easily see the contents.

3. Create a designated area near entrances for keys, bags, and glasses.



## How to Manage Time and Routines?

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- 1 Use a timer to set time limits for tasks (25 minutes of focus followed by 5 minutes of rest).
- 2 Use a simple plan or to-do list to track daily tasks.
- 3 Create and stick to a simple routine.
- 4 Aim to reduce the number of decisions made daily to avoid fatigue.



## How to Organize Any Space for People with ADHD?

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- 1 Keep important items visible and easily accessible.
- 2 Use color-coding to distinguish between different categories.
- 3 Maintain clear pathways to avoid overwhelming visual clutter.

## How to Organize Any Space for People with ADHD?

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### Step 1: Decluttering

- 1 Start with small steps: tackle one area at a time (desk, shelf, drawer).
- 2 Sort items into categories: keep, donate, recycle, or discard.
- 3 Minimize distractions: remove non-essential items or those that cause visual clutter.
- 4 Keep only essential items in visible areas.

### Step 2: Creating Designated Areas

- 1 Designate areas for specific tasks: Set up zones (work area, relaxation area, study area).
- 2 Group similar items by use or function (e.g., all office supplies in one place).
- 3 Ensure that frequently used items are within easy reach.



### Step 3: Using Clear, Visible Storage

- 1 Choose open shelves or clear containers: transparent storage helps with visual reminders.
- 2 Use simple and easy-to-read labels to identify where items belong.
- 3 Color-code to make it easier to quickly identify contents.

### Step 4: Simplifying Organizing Systems

- 1 Use fewer organizing tools: avoid complex systems.
- 2 Designate a spot for keys, wallet, and phone near the entrance.
- 3 Limit the number of choices to avoid decision fatigue (e.g., reduce the number of clothes in the closet or toys for children).

### Step 5: Reducing Visual Clutter

- 1 Keep surfaces clean and free from clutter.
- 2 Use closed storage for items not used daily.
- 3 Hang tools on walls to free up surface space.

### Step 6: Set Up Reminders & Systems

- 1 Use timers or reminders for tasks: Set phone alarms to remind you to tidy up periodically.
- 2 Make use of checklists or to-do lists: Keep a visible list of daily or weekly organizing tasks.
- 3 Create a routine: Set a specific time each day or week to maintain the organization (e.g., 10 minutes every evening).

## Step 7: Making the Space ADHD-Friendly

- 1 Use flexible furniture like swivel chairs or standing desks.
- 2 Keep distracting items out of sight during work.
- 3 Add comforting elements like plants or soft lighting.

## Step 8: Maintain the System

- 1 Evaluate regularly: Reassess the space every few weeks to ensure it's still functional.
- 2 Make small adjustments as needed: Change what isn't working without overhauling the whole system.
- 3 Keep it simple: Stick to easy, low-maintenance systems that don't require too much effort to maintain.

### In Conclusion:

Organizing for people with ADHD doesn't have to be complicated. By keeping things simple, visible, and easy to maintain, you can create a space that supports your mind rather than becoming a burden. The key is to develop systems that support daily routines without adding stress, allowing you to focus on tasks and complete them effectively.

# DAILY PLANNER

JAN FEB MAR APR MAY JUN  
JUL AUG SEP OCT NOV DEC

Today's Mood



Date:

S M T W T F S

6:00

7:00

8:00

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## Nutrition

Breakfast

Lunch

Dinner

## Notes

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# To Do list

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**Notes**

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# Priority Matrix

	URGENT	NOT URGENT
IMPORTANT	DO ASAP	DO LATER
NOT IMPORTANT	POSTPONE INDEFINITELY OR DELEGATE	DELETE



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فرط الحركة وتشتت الانتباه

SAUDI ADHD SOCIETY

If you need more information or specialized assistance regarding Attention Deficit

Hyperactivity

Disorder (ADHD), the Ishraq Association is available to provide support. You can reach out to them

for psychological and social consultations.

**Ishraq Association is a non-profit organization** dedicated to offering help and support to

individuals affected by ADHD and their families. Through its programs and services, the association

aims to raise awareness and provide education about this disorder, while also offering psychological and social guidance to those affected and their families.

To contact and request assistance from the association, you can visit their headquarters or reach out

through the following communication channels:

Unified number: 920009973

Email: [info@adhd.org.sa](mailto:info@adhd.org.sa)

Website: [[www.adhd.org.sa](http://www.adhd.org.sa)]

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