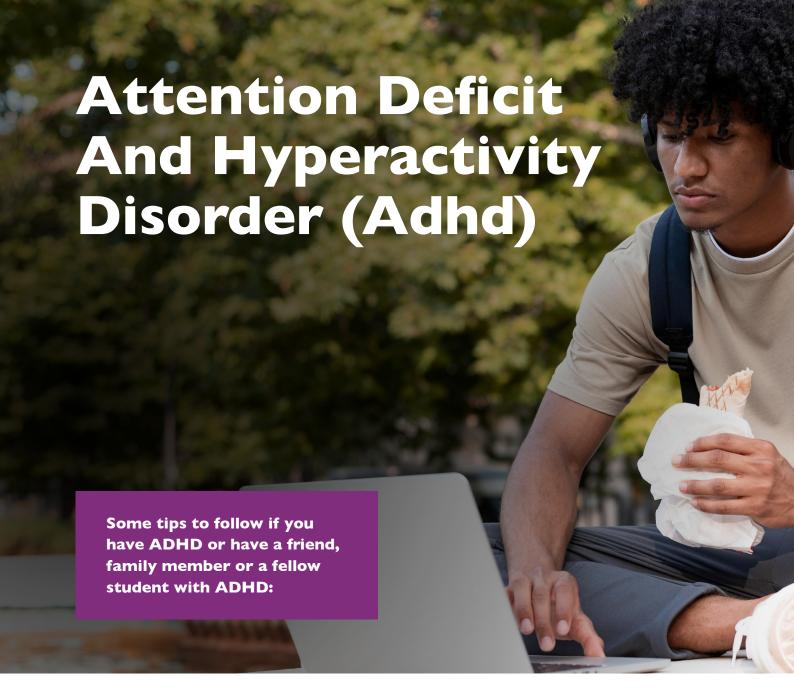


ENVISION2030

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- Use a variety of learning methods use verbal, visual and experiential methods to enhance attention.
- Make frequent shifts between discussion, reading and hands-on group activities. This means adapting to study skills that will work for you by learning in a more personalised manner. Extending the amount of time given for breaks from schoolwork can be beneficial.
- Schedule and track your assignments. You
  may benefit from managing your long-term
  assignments through the use of a paper or
  electronic planner with timelines recording
  due dates, goals, each step of the project, and
  scheduled check-in points

- Keep track of time. Set timers for yourself and keep track of the amount of time you spend working on each assignment. Keep track of time and make sure you schedule all the necessary breaks. This means learning how to manage your time effectively.
- Get enough rest. Make sure you get enough time to sleep at night and take necessary breaks away from your books.
- Optimise on the times when you are most productive. Know and understand the times during the day/night where you know you are mentally and physically fit and use these times to work.



- Minimize distraction be it your cellphone, laptop or television. Make your study environment conducive and comfortable for you to study.
- Be organised. Have all the materials you need for class or for studying so that in itself does not become a point of distraction for you.
- Understand your course requirements. Know what is expected of you and consult with your lecturers, tutors and other supportive services offered by the university.
- Work S.M.A.R.T. Avoid multi-tasking, and work on one task at a time. Prioritise and plan your work according to what needs to be done and how it needs to be done.

# S.M.A.R.T.

# SPECIFIC/SIMPLE.

Your goals should be specific. Know exactly what it is that you are trying to do. Your goals should also be simple and clearly defined as this will help you plan ways to achieve the

# **MEASURABLE.**

Your study goals should be broken down into smaller, measurable goals leading up to the bigger goal. For example, if you are planning to study for an exam, divide the chapters/sections into smaller, measurable activities rather than trying to study all of the chapters in one go.

# ATTAINABLE.

Set achievable goals that are well-defined and are matched to your other strengths, in a planned, step-by step manner. Understand what each step to achieving the bigger goal needs and how that is going to be accomplished.

# **RESULTS-FOCUSED/REALISTIC.**

Your goals should measure outcomes, not activities. Set realistic goals that have a specific outcome. Rather than aiming for something impossible, plan reasonably and align your goals with other goals

# TIME-BOUND.

Your goals should be linked and guided by a time frame that allows you enough time to maximise your strengths for optimal functioning without wasting too much time. For each goal or sub-goal, you should have a specific time frame in which you plan to achieve it. How to help a friend, family or colleague with ADHD:

- Understand that learning disabilities may impact a person's reading, writing, math, memory and/ or information processing.
- Realise that this is rarely visible evidence of learning disabilities.
- Be a coach, mentor or check-in person and encourage the person with ADHD to share their efforts and accomplishments. Help the person keep track of schedules and encourage them to take necessary breaks.
- Use multiple methods to deliver information.
   Use verbal and non-verbal ways to convey information as this helps capture their attention.
- Minimise environmental distractions (screen savers, background noises, etc.) in the environment that they are studying or working in.
- Keep in mind that an unconventional response may be influenced by a processing difficulty that affects social interaction.

