REWIRE YOUR FOCUS

ADHD QUICK GUIDE
SMALL CHANGES. BETTER STRATEGIES.
A MORE FOCUSED YOU.



A Quick & Practical Guide to Understanding ADHD and Getting Things Done

BY GLORIA COWDERY

INTRODUCTION

You're Not Lazy. Your Brain May Simply Work Differently

If you struggle with distraction, procrastination, unfinished projects, forgetfulness, or difficulty getting started, you may sometimes wonder:

"Why can't I just get things done?"

The answer isn't necessarily a lack of motivation or discipline.
ADHD can affect attention regulation, motivation, organization, time awareness, and task initiation.

This can make everyday responsibilities feel much harder than they appear from the outside - the good news?
You can learn strategies that work with your brain instead of constantly fighting against it.

This quick guide introduces common ADHD-related challenges and simple strategies you can begin experimenting with right away.

Think of it as your starting point—not a perfect system.

EASILY DISTRACTED

Capture It. Don’t Chase It

Does your attention seem to disappear the moment something more interesting catches your eye?
You might start answering an email, notice something on your desk, remember something you need to do, and suddenly find yourself doing something completely unrelated.
ADHD can involve difficulty regulating attention—not simply a lack of attention.

TRY THIS: CREATE A “DISTRACTION PARKING LOT”

Keep a notebook or note on your phone nearby.

When another thought pops into your head, write it down instead of immediately acting on it.

Examples:
- *Call the dentist*
- *Look up that recipe*
- *Order printer ink*
- *Reply to Sarah*

Then return to your original task.

Your brain doesn't have to keep reminding you because you've captured the thought somewhere safe.

TROUBLE STARTING TASKS

You Don’t Have to Finish. You Only Have to Begin

Sometimes the hardest part isn't doing the task. It’s starting.
You may know exactly what needs to be done, yet somehow you can't seem to take that first step.
A task can feel too large, boring, complicated, or overwhelming before you've even begun.

TRY THIS: THE 2-MINUTE START

Forget about finishing. Your only goal is to work on the task for two minutes.

Instead of:
“I need to clean the entire kitchen.”

Try:
“I’m going to clear this one section of the counter.”

Instead of:
“I need to write this report.”

Try:
“I’m going to open the document and write one sentence.”

Starting creates momentum.

FORGETFULNESS

Your Environment Can Become Your Second Brain

You walk into a room and forget why you're there.
You put something somewhere *"safe"* and can't remember where.
You remember an important task at 10:00 AM—and completely forget it by 10:15.

ADHD can affect working memory and the ability to hold information in mind while dealing with other distractions.

TRY THIS: STOP RELYING ON YOUR MEMORY

Externalize important information.

Use:

- *Phone reminders*
- *Calendars*
- *Sticky notes*
- *Checklists*
- *Visual cues*
- *Alarms*
- *A designated place for important items*

The goal isn't to have a better memory. The goal is to create a system that doesn't require you to remember everything.

RESTLESSNESS

Sometimes Movement Helps Prepare the Brain for Focus

Restlessness isn't always about physically running around.

You may feel an internal need to move, fidget, change activities, or constantly do something. Sitting still for long periods can make concentration harder.

TRY THIS: MOVE BEFORE YOU WORK

Before beginning a task, give your body a few minutes of movement.

Try:

- *Walking around the room*
- *Stretching*
- *Gentle mobility exercises*
- *Marching in place*
- *Taking a short walk*
- *Standing while making a phone call*

You don't need an intense workout. Even brief movement can provide a useful transition between activities.

THE RESULT: PROCRASTINATION

Ask: ***"What's the Next Tiny Step?"***

Procrastination isn't always about not wanting to work.

Sometimes a task feels too boring, too difficult, too uncertain, too overwhelming, or too far away from the reward. Your brain may look for something more immediately stimulating.

TRY THIS: MAKE THE FIRST STEP SMALLER

Instead of asking, *"How am I going to finish this?"*

Ask, *"What is the smallest action I can take?"*

Examples:

- *Pay bills → Open the banking app.*
- *Clean the house → Pick up five items.*
- *Write the book → Write one paragraph.*
- *Exercise → Put on your shoes.*

Small actions reduce the psychological barrier to getting started.

THE RESULT: OVERWHELM

A Busy Brain Needs Somewhere to Put Its Thoughts

When everything feels important, it can be difficult to decide where to begin.

You look at the entire list and think: *"Where do I even start?"* Then you do nothing.

TRY THIS: THE BRAIN DUMP

Take a piece of paper and write down everything that's taking up mental space.

Don't organize it. Don't prioritize it. Don't judge it. Just get it out of your head.

Then divide the list into **three categories:**

NOW — Things that genuinely need attention soon.
LATER — Things that matter but don't need attention today.
NOT NOW — Things you can postpone, delegate, or remove.

You don't need to solve your entire life today.

THE RESULT: INCOMPLETE PROJECTS

An Unfinished Project Is Not a Failure

You start with enthusiasm. You make progress. Then something else captures your attention.

Weeks later, you have multiple unfinished projects surrounding you. This can create guilt, frustration, and even more overwhelm.

TRY THIS: DEFINE "DONE"

Choose one unfinished project.

Ask:
"What would 'done' look like?"

Then define the final few steps.

Example:
Finish my website →
- *Finish homepage*
- *Add contact information*
- *Check links*
- *Test mobile view*
- *Publish*

For a set period, make one project your primary focus. You don't have to abandon other ideas—write them down for later.

THE RESULT: INCONSISTENT ROUTINES

Consistency Means Knowing How to Come Back

You create a great routine. It works beautifully. Then one day you miss it. Then another. Before long, the routine disappears.

Don't assume you've failed. Your energy, schedule, motivation, and attention can fluctuate.

TRY THIS: BUILD FLEXIBLE ROUTINES

Instead of creating a 15-step morning routine, identify three anchors.

Morning:
1. Drink water
2. Get dressed
3. Review today's priorities

Evening:
1. Put things back in their place
2. Check tomorrow's calendar
3. Set out what you need for the morning

Make the routine simple enough that you can return to it after an off day.

QUICK SOLUTION #1: SET TIMERS

Make Time Visible

Time can feel very different when you're deeply interested in something—or when you're trying to complete something boring - a timer creates an external boundary.

TRY IT

10-Minute Timer:

Work for 10 minutes. Then decide whether you want to continue.

25-Minute Focus Session:

Work for 25 minutes. Take a short break. Then repeat.

Timer Tip:

Use a timer for both work and transitions. A visible countdown can make an abstract deadline feel more concrete.

The exact number isn't important. The goal is to make time visible.

QUICK SOLUTION #2: BRAIN DUMP

Get It Out of Your Head

Your brain isn't designed to function as an unlimited storage system.

When thoughts, responsibilities, ideas, worries, and reminders compete for attention, focusing on one thing can become difficult.

TRY THE 5-MINUTE BRAIN DUMP

Write down everything that's currently occupying your mind.
Don't organize. Don't edit. Don't decide what matters. Just write.

Then ask:

"What needs my attention today?"

Simple rule:

If it's written down, your brain doesn't have to keep holding onto it.

Choose one to three priorities - everything else can wait!

QUICK SOLUTION #3: MOVE BEFORE WORK

Move → Reset → Start

Before sitting down to concentrate, try giving your body some movement.
This can create a physical transition between:

"I'm scattered"
and,
"I'm ready to begin."

TRY A 3–5 MINUTE MOVEMENT BREAK

Choose something simple:

- *Walk*
- *Stretch*
- *March in place*
- *Do gentle body movements*
- *Walk up and down the hallway*
- *Step outside for fresh air*

Then immediately begin your task.

The key:
Don't turn the movement break into another activity that takes 30 minutes.

Move → Reset → Start.

PUTTING IT ALL TOGETHER

Your ADHD Focus Reset

When you're feeling stuck, try this simple sequence:

STEP 1 — BRAIN DUMP
Get everything out of your head.

STEP 2 — CHOOSE ONE THING
Don't tackle everything at once.

STEP 3 — MAKE IT TINY
Identify the smallest possible first step.

STEP 4 — MOVE
Take a few minutes to get your body moving.

STEP 5 — SET A TIMER
Give yourself a defined period of focus.

STEP 6 — START FOR TWO MINUTES
You can always continue once you've started.

STEP 7 — CELEBRATE PROGRESS
Progress doesn't have to be perfect to count.

YOUR DAILY FOCUS CHECKLIST

My Daily ADHD Focus Plan

TODAY'S TOP 3

1. _____
2. _____
3. _____

MY 2-MINUTE START

The task I'm going to start:

_____

The first tiny step:

_____

MY FOCUS TIMER

☐ 10 minutes ☐ 15 minutes ☐ 25 minutes ☐ Other: _____

MY MOVEMENT BREAK

☐ 3 minutes ☐ 5 minutes ☐ 10 minutes

ONE THING I CAN LET GO OF TODAY:

_____

THE BIGGER PICTURE

You Are Not Your ADHD Challenges

Remember:

- *having difficulty focusing doesn't mean you're incapable*
- *struggling with organization doesn't mean you're irresponsible*
- *procrastinating doesn't mean you're lazy*
- *having unfinished projects doesn't mean you lack ambition*

Sometimes you simply need different strategies for the way your brain works.

Instead of asking:
"What's wrong with me?"

Try asking:
"What strategy would make this easier?"

That simple change in perspective can make a tremendous difference.

REWIRE YOUR FOCUS

Small Changes Can Create New Patterns

Your brain is capable of learning, adapting, and developing new patterns. You don't have to completely transform your life overnight.

- *Start with one strategy*
- *Practice it*
- *Adjust it*
- *Try another*
- *The goal isn't perfection*
- *The goal is progress*

Every time you learn a new way to approach a challenge, you're building a new possibility for yourself.

You can learn to work with your brain—not against it

READY TO REWIRE YOUR FOCUS?

Get Your Copy of Rewire Your Focus

This quick guide is just the beginning.

Rewire Your Focus goes deeper into practical strategies for understanding ADHD, overcoming common challenges, building better systems, and creating routines designed to work with your brain.

- *stop fighting yourself*
- *start understanding yourself*
- *start building strategies that work*

Your next chapter can begin with one small step.

Gloria Cowdery

DISCLAIMER

Important Information

This guide is intended for general educational and informational purposes only. It is not intended to diagnose, treat, or cure ADHD or any other medical or mental health condition, and it should not replace individualized advice from a qualified healthcare professional.

If you have concerns about ADHD symptoms or your ability to function day to day, consider speaking with an appropriate healthcare professional.

About the Author

Gloria Cowdery is a mom of four boys and a mental health coach who helps people with ADHD and autism finally understand their own brains and find real, lasting change without relying on medication alone. After years working in healthcare and in her local school system, and after watching her own family's neurodivergent journey unfold firsthand, she discovered the power of neuroplasticity to help rewire and improve the way the brain works.

It's good to note that Gloria didn't initially set out to become a mental health coach, but after years working in healthcare and as an Educational Assistant in Winnipeg, Manitoba, she kept watching neurodivergent kids and adults slip through the cracks; diagnosed or not, they were handed a prescription and sent on their way with little else.

Later, it became personal. After moving to Kelowna, B.C., her four sons, and later her husband, were diagnosed with ADHD as well as high-functioning autism. It wasn't a distant topic anymore; it was suddenly woven into the daily rhythm of her own household. Once more, she found herself trying to understand and navigate the world of neurodivergence.

Gloria scrambled to find help for her family, only to be met with no answers or partial ones, like medication that didn't address the nuances of overlapping neurodivergent conditions. That frustration launched a four-year deep dive into the neurodivergent brain, leading her to neuroplasticity and real, practical techniques that could rewire a struggling brain, not just manage its symptoms.

About the Author

Today, Gloria lives in Chilliwack, B.C., where she works as a mental health coach, teaching people with ADHD and autism these techniques and watching them get results medication alone never gave them. She offers what no certification could: the perspective of a healthcare worker, an educator, a mom, and a coach who has lived it.