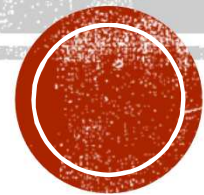


# 9 STEPS TO GET MOTIVATED

When You're Not



The Practical Sort's Guide to incentivize yourself to accomplish more with greater ease



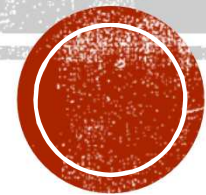
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# WHY GET MOTIVATED?

What gets done when you're unmotivated? Not much.

Piles of laundry, dirty dishes, papers, toys rarely put themselves away. Messes grow bigger. Your frustration intensifies. Your spaces shrink. Not a recipe for a happy household.

If you're gifted with an ADHD brain, you intend to start. You head toward the piles or you begin a project. Then something else catches your attention. Something more interesting, more urgent, more creative. Your intentions await another day.



# GET STARTED

Overcome low energy, disinterest, and crowded schedules. Accomplish more with less dread, head-spinning, and fatigue.

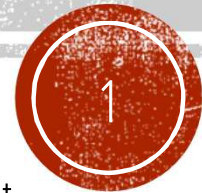
Get started. Use the 9 steps to get motivated...when you're not. Zip through to-dos. Rock on with life. Get stuff done.





# COMFORT

- ❑ Get comfortable. Discomfort inhibits motivation, creativity, flow, and patience. Without it, you won't start. If you start, you won't be inspired to go all the way.
- ❑ Wear non-irritating, climate and body temperature appropriate clothes. Wear comfortable shoes, warm socks, or bare feet. Keep professional shoes on hand for quick changes. Protect your feet with sturdy footwear if lifting or moving heavy objects.
- ❑ Set thermostats to temperatures that benefit your body's needs or adjust with clothing layers. Ensure adequate lighting to avoid eyestrain or glare. Block out irritating sounds with noise cancelling headphones, closed doors, or increase volume of pleasant audio.
- ❑ Find supportive ergonomic furniture. Mindfully set keyboard placement, desk, or table heights to avoid wrist, shoulder, neck and back injury. Use a back brace if lifting heavy objects. Bend your knees and hold in your stomach muscles as you lift and straighten.



# INSPIRE

- ❑ Pump up the music if you need energy or select soothing sounds if you need calming.
- ❑ Play a favorite podcast to lose yourself in an undesirable task.
- ❑ Talk yourself through step-by-step to avoid overwhelm and integrate the process more thoroughly.
- ❑ Work with someone else or dial up a friend as you tackle mindless chores such as dusting or folding laundry.
- ❑ Make it colorful, make it fun, get creative. From bins to labels. From rearranging to decluttering. No matter your project, seek ways to make it interesting, lift your spirits, and delight your senses.
- ❑ Note your Halls of Inspiration. Go to those places where ideas flow freely. On walks, in the shower, wherever. Ensure you have a way to record the ideas so divine downloads aren't lost.



2

# SIMPLIFY

- ❑ Make tasks as easy as you can. Set doable goals. Start with 1, 5, 11, or 17 minutes. Shorter spans seem easier to face. Keep going once you're in the groove. Choose odd, unexpected time increments to make it interesting. Set a timer to remember to stop to stay on schedule.
- ❑ Break it down into the smallest pieces such as one pile or one corner of a desk. Then begin sorting, organizing, and purging
- ❑ Keep your focus narrow if easily overwhelmed. Take one step at a time as available time allows
- ❑ Buddy up with an accountability partner to keep you both on track and moving forward. Find code words or phrases to psyche yourselves when you're dragging.

3



# MOVE

- ❑ Change your scenery to stay interested or shift unwanted moods.
- ❑ Pump your circulation to keep energy levels high.
- ❑ Give your brain a break by activating your body.
- ❑ Focus on something new when motivation sags.
- ❑ Transition from one task to another with a physical break between. Stretch, walk a few steps, breathe!
- ❑ Burn calories.

4

# REFUEL

- ❑ Recharge your body and brain with hydration and protein-based healthy foods.
- ❑ Breathe to release tension, increase focus, and calm your thoughts.
- ❑ Refuel your senses with pleasing scents, images that inspire, sounds that soothe or energize, textures that feel good.

5



# REDIRECT

- ❑ Take a break if you're at the breaking point.
- ❑ Stretch, walk, cat nap (15-20 min) or do a quick task like toss in laundry for a focus reset.
- ❑ Set an alert so that you don't over snooze or lose track of time.
- ❑ Short intermissions can help you regain momentum when you feel stuck.

6

# SCHEDULE

- ❑ Set reminders and alerts to remember to start a task, attend a meeting, or leave for an appointment.
- ❑ Set a timer before beginning a task to prevent hyper-focus and losing track of time.
- ❑ Use time tracking modalities that work for your preferences such as audio timers, vibrating alerts, or visual countdowns.



# REWARD

- ❑ Promise yourself a reasonable reward when a task or objective is complete to psych yourself up.
- ❑ Save social media or web surfing until you finish each step or project completion to avoid rabbit holes.
- ❑ Catch up with a friend or family member as a reward to fill your social reservoir when it's time to relax.
- ❑ Grab a small treat like a chai latte as an intermediate reward or a decadent indulgence such as a massage when major projects finish.





# RECORD

What motivates unique you? Observe your motivators. Experiment without judgment. Get creative. Track what you've tried or wish to try. Use notations such as \*\*, +, - to indicate the corresponding success level. Maintain a handy running list to refer to when you get stuck. Some may only work occasionally, therefore, the more you have, the better. Where's a reasonable place to keep the list so it's easy to find and remember to use?

- 1
- 2
- 3
- 4
- 5
- 6

- 7
- 8
- 9
- 10
- 11
- 12



# REACH OUT

- ❑ For more practical tips, visit [ThePracticalSort.com/blogs](https://ThePracticalSort.com/blogs)
- ❑ Contact The Practical Sort if you need one-on-one coached organizing assistance
- ❑ Attend a Practical Sort workshop or class for socially-inspired techniques and group support