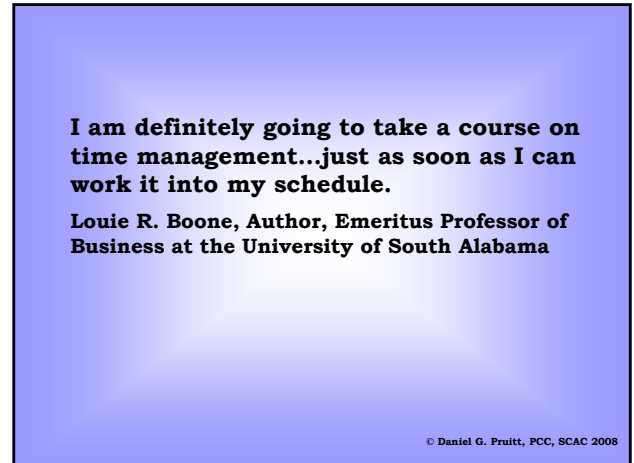
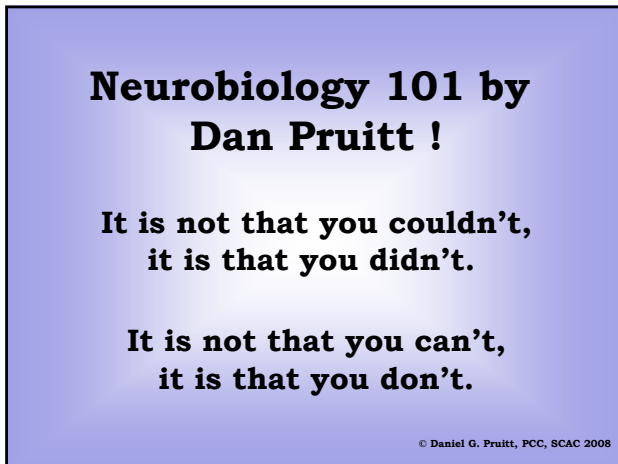




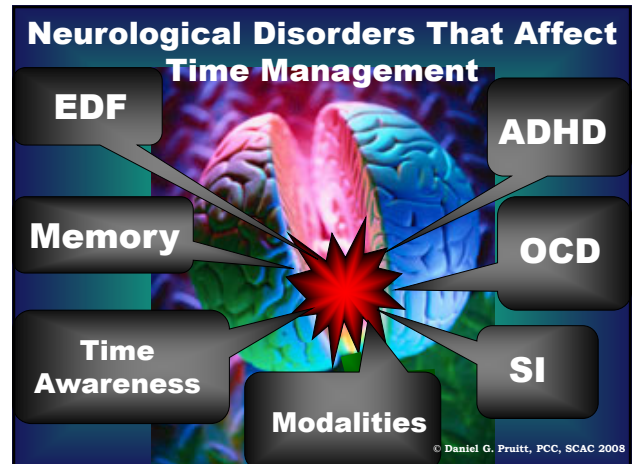
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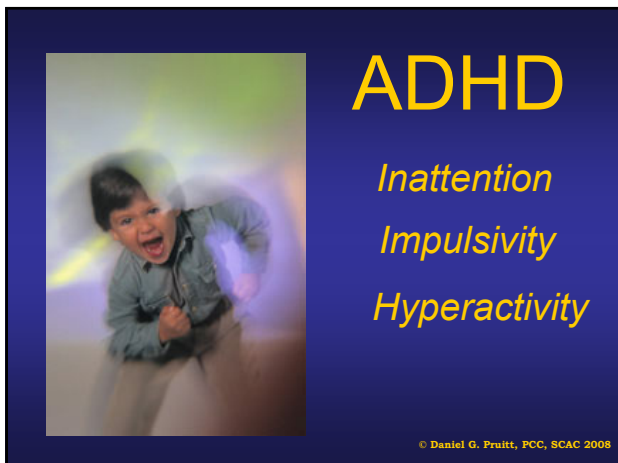
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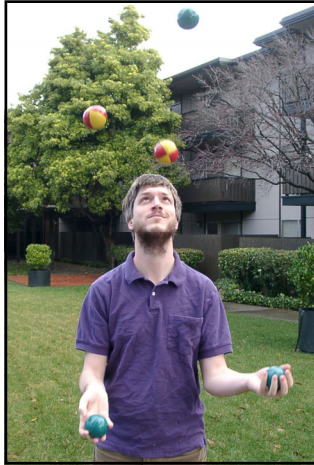
Memory Functioning

Short-Term Memory
Immediate Memory
Working Memory

Long-Term Memory
Procedural Memory
Declarative Memory
Semantic Memory
Autobiographical Memory
Strategic Memory
Prospective Memory
Metamemory

© Adapted by Sheryl K. Pruitt, M.Ed., ETIP, 2006, Warren Walter, Ph.D., 1997

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Working Memory

Memory that has slightly more capacity than immediate memory and operates along with executive functioning

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Sensory Disintegration



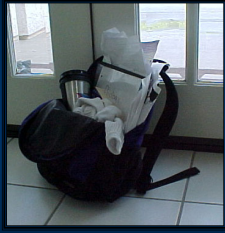
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9

Hallmarks of Executive Dysfunction

Difficulties with:

- Goal Setting
- Initiating
- Prioritizing
- Pacing
- Planning
- Sequencing
- Organizing
- Shifting Flexibly
- Using Feedback
- Inhibiting
- Self-monitoring
- Executing



The "Dreaded Book Bag Diagnostic Test"

© 1999 L.W. Walter, S.K. Pruitt & L.E. Packer

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Goal Setting

The ability to set goals that are realistic and attainable



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Initiating

involves starting a boring job



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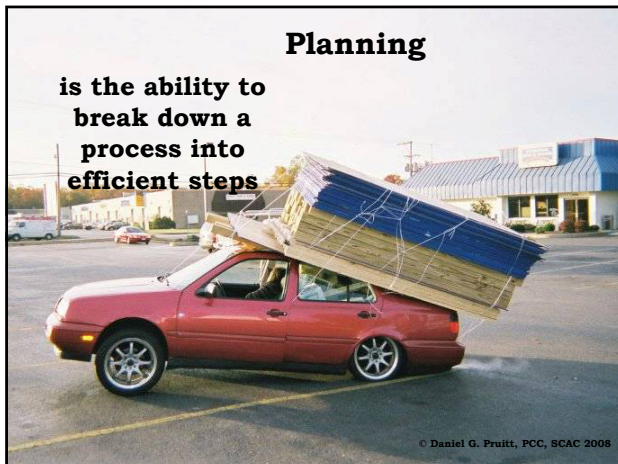
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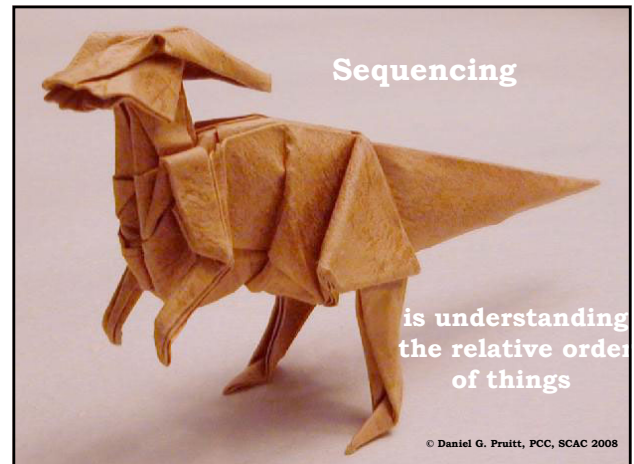
13



14



15



16



17



18

Using Feedback



is being aware of
your impact and
using that
information to
alter your
behavior

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Inhibiting

is the ability to
know that you
need to inhibit

READY!

FIRE!

AIM!



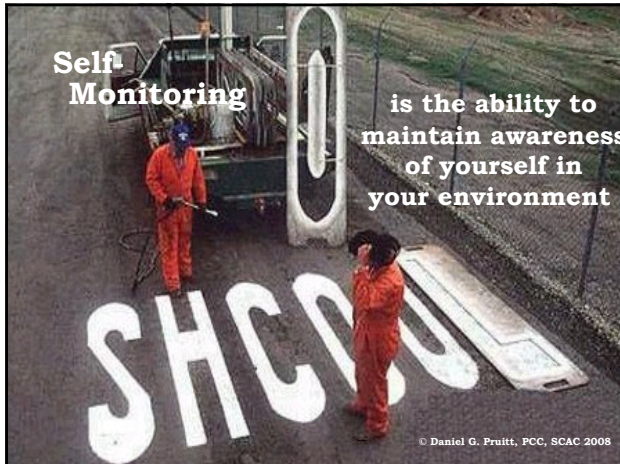
Teaching The Tiger pg. 53

© Daniel and Sheryl Pruitt, M.Ed., 1989

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Self-Monitoring

is the ability to
maintain awareness
of yourself in
your environment



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Executing

is completing all
the details necessary
to finish a job



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22

When you say "I have ADHD" what do you mean?

	Symptoms to Qualify	Total Combinations
ADHD/Inattentive	6 of 9	84
ADHD/Hyperactive	6 of 9	84
ADHD/Combined	12 of 18	18,564

Possible coexisting disorders: SI, OCD, TA, Mem,
EDF, Mod

$$[18! / (12! * 6!)] * [9! / (6! * 3!)]$$

Grand Total = A Really Big Number

Again I ask you, what do you mean?
Learn to be specific!

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23

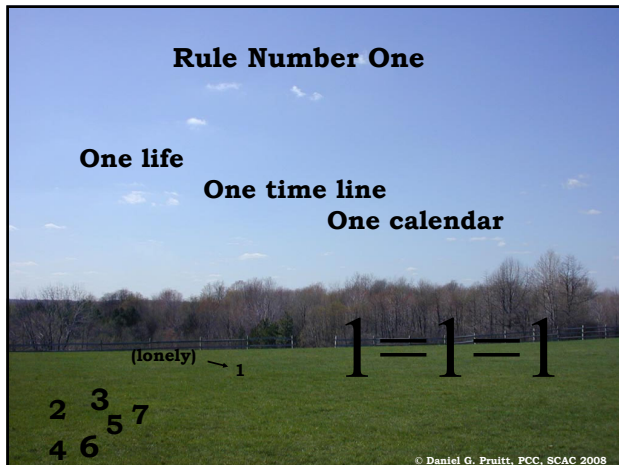
Time Management:

**Ten Rules
for creating a
personalized
system.**



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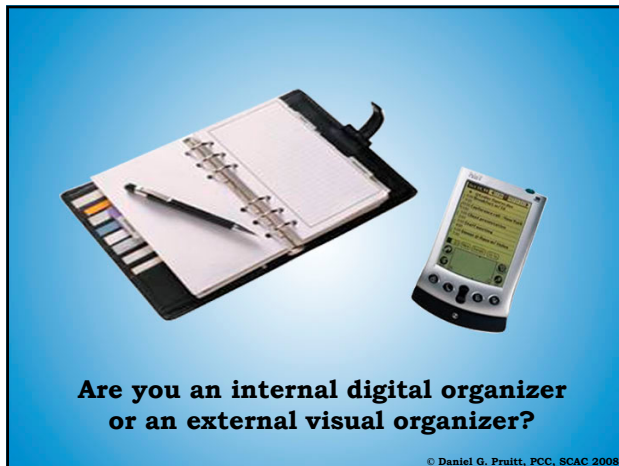
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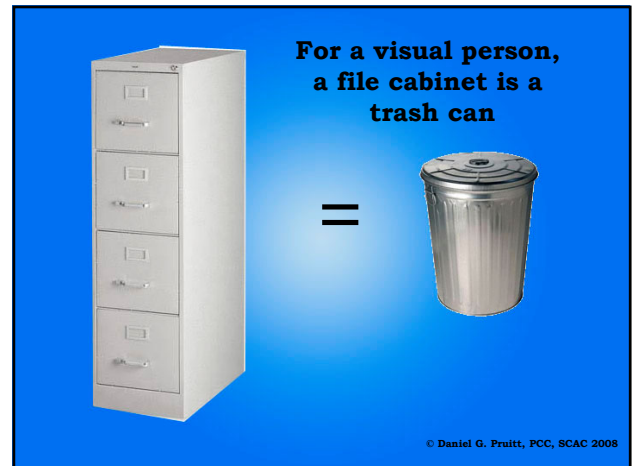
25



26



27



28



29



30

Rule Number Four

Learn to write everything down?!

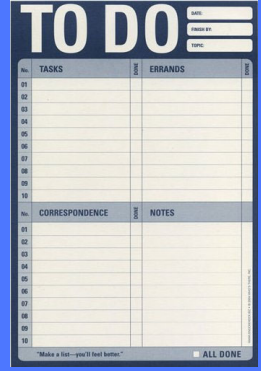
Do it now!
Delegate it now!
Drop it now!
or
Write it down,
NOW!



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31

To Do Lists 101



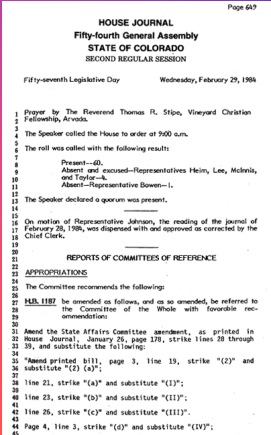
- Daily repeating items
- Other repeating items
- Appointments
- Items without any commitment -the "Great Ideas List"
- Items that have a commitment
 - Commitment to self
 - Commitment to someone else

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32

Rule Number Five

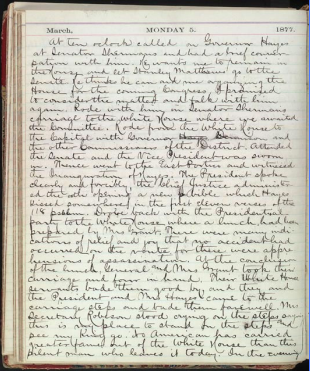
Learn the difference between a diary and a journal.



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33

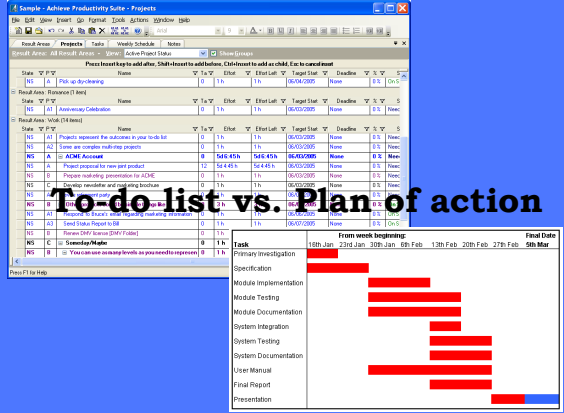
A diary is personal



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34

To-do list vs. Plan of action



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Rule Number Six

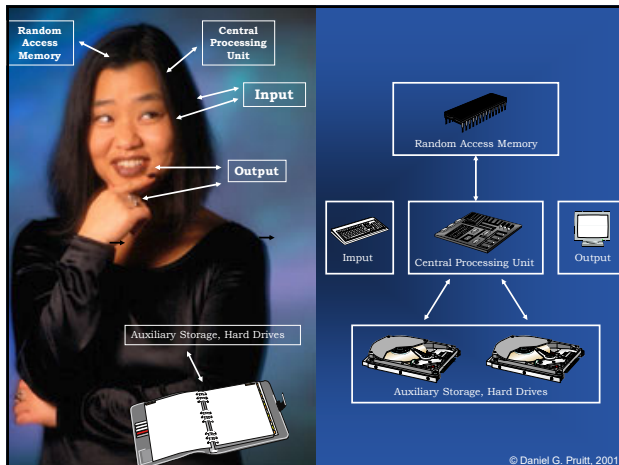
Learn to be a better time estimator.



It's been how long ?!

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36



43



44

Get it out of your head

- We have trained ourselves to use our intelligence to handle all of the information.
- It worked for many years until life got more busy
- Can't have it both ways. You have to jump completely into the pool. You have to create a system that you can trust, then trust the system.

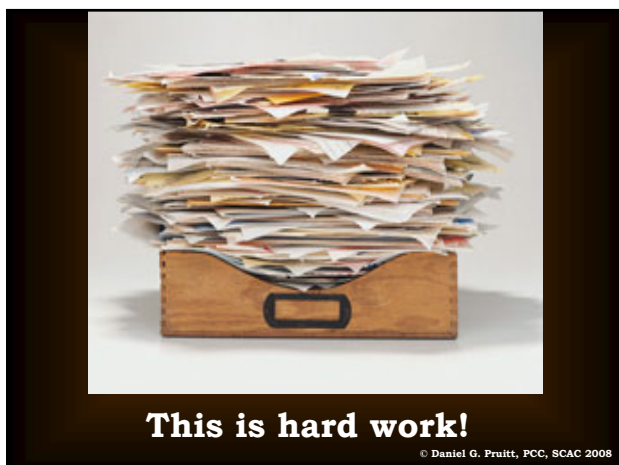
45

Rule Number Ten

Regularly work your time management system.

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46



47

Three-Legged Stool Theory of Planning

To Do List

How Long You Take

Available Time

Remember:

All three legs are essential.

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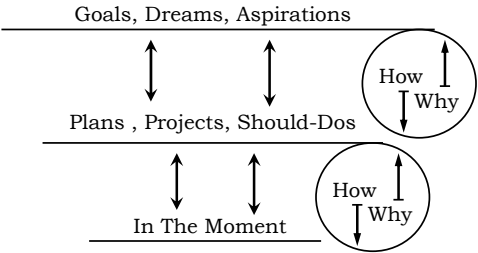
48

David Allen’s Model for Action Choices

- Choosing Actions in the Moment
- 1st Context
 - 2nd Time Available
 - 3rd Energy Available
 - 4th Priority

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49



Another Track

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50

The Budget Analogy

	Average		September	September	September	September
	Amount Due	Due Date	6	13	20	27
Mortgage	\$475.00	1				\$475.00
Georgia Power	\$62.00	3				\$62.00
Direct TV	\$80.00	4				\$80.00
Georgia Natural Gas	\$43.00	4				\$43.00
DeKalb Trash	\$47.00	17/ even		\$46.00		
Bell South, 491	\$40.00	29				\$40.00
Auto Insurance	\$260.00	12		\$260.00		
Cingular	\$46.00	14		\$46.00		
Morgan/Stanley	\$350.00				\$350.00	
Medications	\$30.00		\$30.00			
Hair of Dunwoody	\$85.00		\$85.00			
Harry's, Kroger	\$120.00		\$120.00	\$120.00	\$120.00	\$120.00
Car tune up						
Week Total			\$235.00	\$472.00	\$470.00	\$820.00
Available \$			\$700.00	\$700.00	\$700.00	\$700.00
Free \$			\$465.00	\$228.00	\$230.00	(\$120.00)

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51

WEEKLY PLANNER						
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6:00						
6:30						
7:00						
7:30						
8:00						
8:30						
9:00						
9:30						
10:00						
10:30						
11:00						
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8:00						
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9:00						
9:30						
10:00						
10:30						
11:00						

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52

WEEKLY PLANNER						
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
6:30	Alarm	Alarm	Alarm	Alarm	Alarm	Alarm
7:00	Exercise	Exercise	Exercise	Exercise	Exercise	Exercise
7:30	Alarm					
8:00	Shower	Shower	Shower	Shower	Shower	Shower
8:30	Dress, etc.	Dress, etc.	Dress, etc.	Dress, etc.	Dress, etc.	Dress, etc.
9:00	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
9:30		Care for child,		Care for child,		Care for child,
10:00	Family	chores,		chores,		chores,
10:30	Time	cleaning,		cleaning,		cleaning,
11:00		etc.		etc.		etc.
11:30			Care for child,		Care for child,	
12:00		Travel time	chores,		Travel time	
12:30			cleaning,			
1:00						
1:30		Seems		Seems		Seems
2:00		hours		hours		hours
2:30		at		at		at
3:00		office		office		office
3:30		include		include		include
4:00		dinner		dinner		dinner
4:30						
5:00						
5:30						
6:00						
6:30						
7:00						
7:30						
8:00						
8:30						
9:00		Travel time		Travel time		Travel time
9:30	Down	Down	Down	Down	Down	Down
10:00	time	time	time	time	time	time
10:30						
11:00	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep

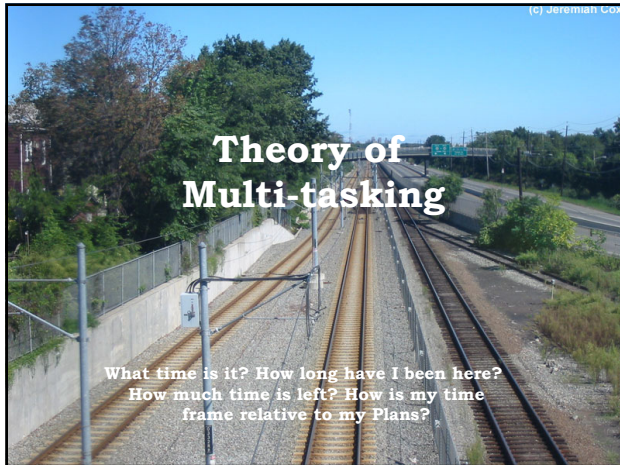
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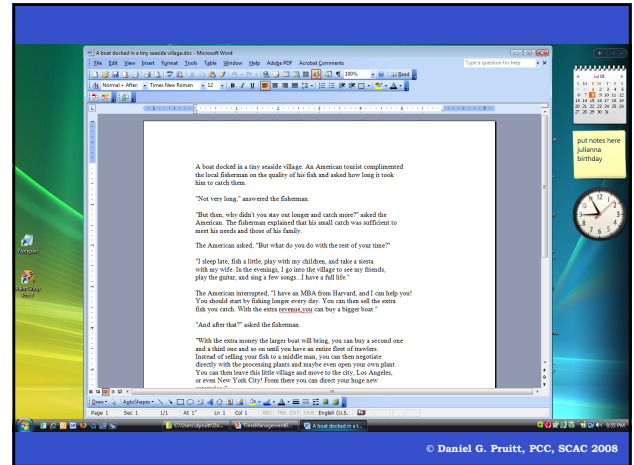
WEEKLY PLANNER						
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
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11:00						

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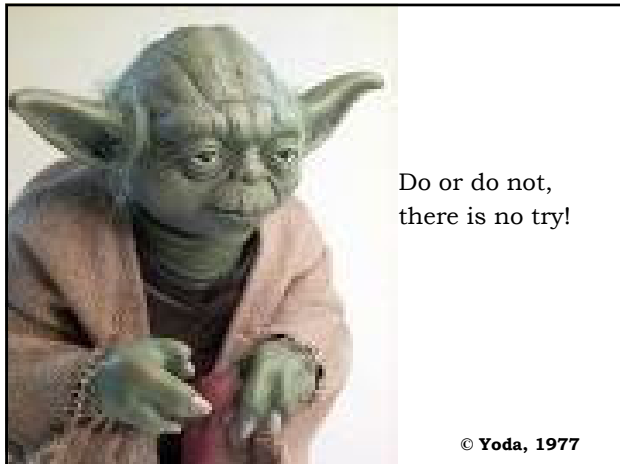
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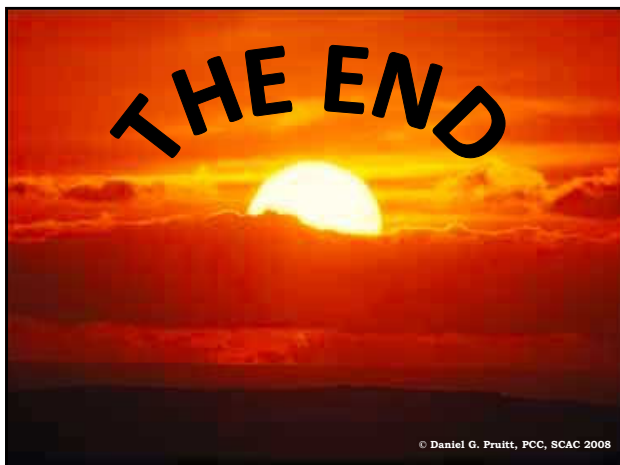
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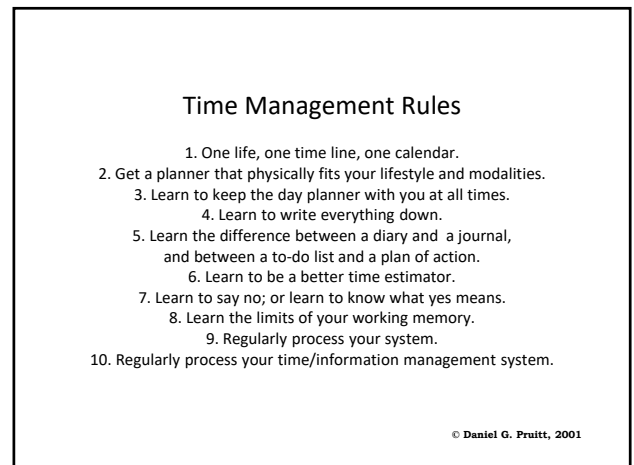
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58



59



60

David Allen's Three Models for Action Choices

Choosing Actions in the Moment

- Context
- Time Available
- Energy Available
- Priority

Evaluating daily Work

1. Doing predefined work
2. Doing work as it shows up
3. Defining your work

Reviewing your own work

1. 50,000+ feet: Life
2. 40,000 feet: 3-5 year vision
3. 30,000 feet: 1 to 2 year goals
4. 20,000 feet: Areas of responsibility
5. 10,000 feet: Current projects
6. Runway: Current actions