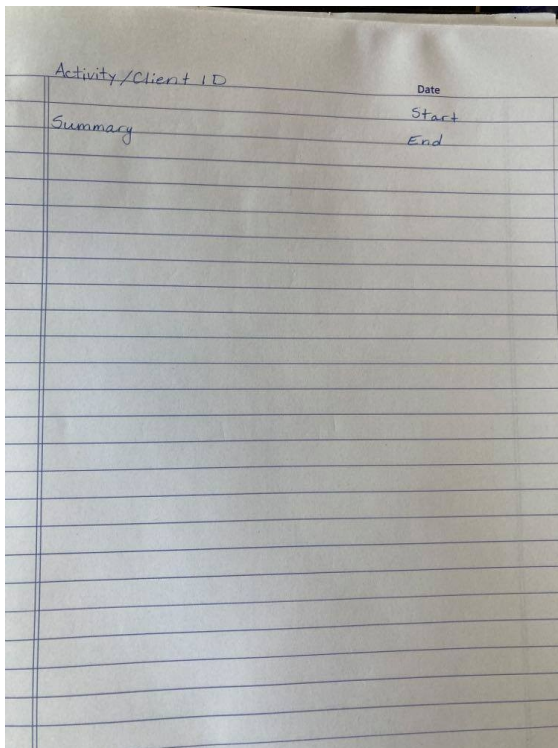


Keeping Accurate Documentation

Being consistent is hard when you have ADHD, but it's not impossible. The biggest thing is to make it a routine. You will need to have one set of tasks that you complete at the start of the thing you're documenting and another set of tasks you complete at the end.

1. Get a nice notebook to use for your documentation. I really like Moleskine, but any notebook will do. I also recommend erasable pens, like the Pilot FriXion pens. That will help a lot with correcting any mistakes. Bring these tools with you every time you do the thing.
2. Decide on a layout for your documentation. Here is an example:



3. Before you start doing the thing, fill out the first information. This will typically be date, time, and basic information about what you're doing, like client ID (don't use full name) or keyword(s).
4. When you're finished, write a summary. You might want to have a list of specific types of information you need to include in your summary. Finish by writing down your end time.