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Publishing:

*Nix Your Tics! Eliminate Unwanted Tic Symptoms:
A How-To Guide for Young People*

DAYTIMERS: THE SURROGATE FRONTAL LOBE **SAY HELLO TO YOUR NEW BEST FRIEND!**

People describe me as being extremely organized, prompt, and good at remembering things...even though I am not any of these things at all by nature! My secret is my DayTimer. Using one is an excellent strategy that I highly recommend. Some people might think that needing to use a DayTimer proves they are stupid or weak or inferior. On the contrary, using a DayTimer shows your wisdom in recognizing a personal ‘roadblock’, your maturity in accepting how your mind works best, and your intelligence in using a good ‘detour’ around an obstacle to get your work done to the best of your capabilities! RESISTING a great tool like this, when it helps so very much, would be far, far MORE silly.

Now that I’ve been using a DayTimer for years (I started in high-school and boy did it give me an advantage at school!) I’ve learned some ‘T(r)IC(k)S of the trade’ on how to make the most use out of your ‘extra brain’. I hope they help!

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Getting Going!

- get a DayTimer that is big enough so that you will not easily miss seeing it or lose it:
 - complete the contact information sheet at the front in case you ever DO accidentally misplace it

- get a DayTimer with both monthly and daily pages:
 - at the beginning of the year put all of your major dates (e.g., birthdays, project due-dates, exams, etc.) on the month-at-a-glance pages
 - *this means that you, in one quick look, can get an idea when your busy times are and not get swamped!****

 - at the beginning of each month transfer that month’s major dates to the daily pages
 - *this means that you don’t have to remember to flip back and forth between monthly and daily pages each day!****

Everyday Use!

- get into the habit of carrying your DayTimer everywhere
 - *this means you will never have a thought or request where you can’t immediately log it in your ‘brain’!****
 - *this means that the anxiety or embarrassment over forgetting something is GONE!****

 - log things as they are said to you, or as you think about them:
 - if anyone tells you an appointment, meeting, date-time, or work-hours, immediately pull out your DayTimer and log it.
 - if anyone asks you to remember a task or asks you for a time, immediately pull out your DayTimer and check your schedule before answering
- *this means that you only need to remember 1 simple thing: PULL OUT YOUR DAYTIMER WHEN YOU ARE PLANNING SOMETHING!****



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-break tasks into pieces across many days:

-e.g. rather than just writing “study for exam”, write “read Unit 1 notes” on one day, “practice Unit 1 study questions” on another day, “make Unit 1 study notes” on a third day, etc.

****this means that it is not as scary to get started; it is easier to cross things off, and easier to feel good!****

-if there is no clear time or date set for when something is due (e.g. you need to check to see if your rollerblades are fixed yet, or find out if a friend has finished a task for you), just pick an arbitrary date or dates and log these tasks in to remind you

-if someone offers you an appointment card, decline it in favour of logging the information into your DayTimer

****this means that you won't be scattered — if you need to know something all you ever have to remember is to look at your DayTimer****

Filling Out A Page!

-don't assign a time to a task unless it is required

****this means that you can work the way you work best — keeping busy by letting your mind hop from task to task!****

-visually break the page up into different areas

-e.g., the upper part for work things, the lower right for volunteer duties, and the bottom for personal things to do in the evening

-use different coloured pens to symbolize different tasks:

-e.g. red for work, purple for birthdays/anniversaries, pencil for volunteer duties, blue for everyday tasks

General Tips!

-decide that your DayTimer will NOT ALLOW YOU TO END YOUR DAY AND TURN THE PAGE until all tasks on current page are crossed off:

****this means that you only ever have to remember to look at ONE PAGE in the DayTimer!****

-if you did not finish everything that day, transfer what you didn't finish to the next day or the next available day for working on it.

****this means that you will not forget the task, and you will have constant reminders to get started on it!****

-log EVERYTHING: appointments, homework, chores, friends to call, things to ask your mom, something you want to say to a partner — anything that you might forget, or that will preoccupy your thoughts if you don't record it

****this means your head is 'free' of holding all that stuff — you can relax, confident that your DayTimer will remind you at the right time!****



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-log a task onto the page of the day that it needs to be done AS WELL AS the day it's due

this means that you will never be negatively surprised by an assignment that 'snuck up' on you!

-slide relevant materials for each day (e.g., tickets, printed directions) in front of that page in your DayTimer

this means you don't have to remember where you put everything — it is all in the same place!

-if you know an unstructured day is coming up, prepare for it by adding tasks that you need to do on that day as they come across your mind

-when that day comes, allow yourself to move from task to task when it feels natural to do so

this means that you can be productive without feeling forced to expend your energy into staying on just one task!

it means you can be more efficient with your time — you won't spend the whole day trying to remember the different things you need to do!

-expect that there will be days where you cross NOTHING off your list, and other days where you cross MANY things off your list:

-this is simply the nature of working the way we do: for brief periods on many things. Do not get frustrated or scared — remember:

-we are still doing just as much (if not more) work than others each day: you kept constantly busy just like everyone else!

-we are bringing many tasks closer to completion SIMULTANEOUSLY: other people may get one thing done before us, but they've only been working on that one thing!