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Professional Certificate in Advanced ADHD Coaching Techniques

## Communication Skills for Coaching

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### Active Listening

Related terms: reflective listening, paraphrasing

Explanation: A coaching technique that requires the coach to fully concentrate, understand, respond, and remember what the client says.

Example: A coach repeats, "You feel overwhelmed when deadlines approach," confirming comprehension.

Practical application: Use in initial sessions to build trust and uncover underlying concerns.

Challenges: Tendency to interrupt or formulate responses before the client finishes speaking, especially when dealing with rapid ADHD thought patterns.

### Attunement

Related terms: empathy, rapport

Explanation: The coach's ability to sense and align with the client's emotional state, fostering a sense of being heard.

Example: Noticing a client's subtle sigh and adjusting tone to a calmer pace.

Practical application: Helps clients with ADHD feel safe enough to share distractions without judgment.

Challenges: Maintaining attunement when the client's mood shifts quickly due to impulsivity.

### Boundary Setting

Related terms: professional limits, scope of practice

Explanation: Defining clear expectations about the coaching relationship, time, and topics permissible within sessions.

Example: Stating, "We'll focus on strategies for organization today; medical advice is beyond my scope."

Practical application: Prevents role confusion and protects both coach and client from over-dependence.

Challenges: Clients with ADHD may test boundaries by seeking constant reassurance or extending session time.

### Clear Questioning

Related terms: open-ended questions, probing

Explanation: Formulating concise, direct questions that guide the client toward insight without overwhelming them.

Example: Asking, "What's one small step you could take tomorrow?" instead of a broad inquiry.

Practical application: Supports clients who struggle with executive function by narrowing focus.

Challenges: Avoiding overly complex or multi-part questions that can confuse clients with attention deficits.

### Co-Active Coaching Model

Related terms: client-centered, partnership

Explanation: A framework where coach and client collaborate as equals, emphasizing the client's innate wisdom.

Example: The coach invites the client to set the agenda for each session.

Practical application: Empowers ADHD clients to take ownership of their goals.

Challenges: Balancing client autonomy with the need for structure in sessions.

#### Confirmation Bias

Related terms: cognitive bias, selective perception

Explanation: The tendency to favor information that confirms pre-existing beliefs, potentially hindering objective coaching.

Example: A coach assumes a client is always disorganized and overlooks evidence of improvement.

Practical application: Coaches must regularly reflect on their assumptions.

Challenges: Biases can be amplified when a coach repeatedly encounters similar ADHD behaviors.

#### Contextual Listening

Related terms: situational awareness, environmental cues

Explanation: Attending not only to spoken words but also to surrounding circumstances that influence communication.

Example: Noticing a client's fidgeting and adjusting the session's pace accordingly.

Practical application: Helps address sensory sensitivities common in ADHD.

Challenges: Requires heightened awareness, which can be taxing over long coaching periods.

#### De-Escalation Techniques

Related terms: calming strategies, conflict resolution

Explanation: Methods used to reduce emotional intensity and restore constructive dialogue.

Example: Suggesting a brief mindfulness pause when frustration spikes.

Practical application: Supports ADHD clients who may experience rapid emotional swings.

Challenges: Timing interventions appropriately without appearing dismissive.

#### Distraction Management

Related terms: focus strategies, environmental control

Explanation: Coaching practices that help clients minimize external or internal interruptions.

Example: Recommending a "no-phone" zone during coaching sessions.

Practical application: Increases session productivity for clients prone to wandering attention.

Challenges: Clients may resist constraints that feel limiting.

#### Empathic Reflection

Related terms: mirroring, validation

Explanation: Restating the client's feelings or thoughts to demonstrate understanding and encourage deeper exploration.

Example: "It sounds like you feel frustrated because your plans keep changing."

Practical application: Validates the emotional experience of ADHD clients, fostering trust.

Challenges: Over-use can lead to redundancy; balance with forward-moving dialogue.

#### Feedback Loop

Related terms: iterative communication, reinforcement

Explanation: A cyclical process where coach and client exchange information, adjust strategies, and reassess outcomes.

Example: Coach asks, "How did the new scheduling tool work for you?" and client replies.

Practical application: Keeps ADHD coaching dynamic and responsive.

Challenges: Maintaining momentum when clients forget to report back.

### Goal Framing

Related terms: SMART goals, outcome orientation

Explanation: Structuring objectives in a way that is specific, measurable, attainable, relevant, and time-bound.

Example: Transforming "be more organized" into "create a daily to-do list for the next two weeks."

Practical application: Provides concrete targets for clients with planning difficulties.

Challenges: Ensuring goals remain flexible to accommodate ADHD variability.

### Growth Mindset

Related terms: fixed mindset, learning orientation

Explanation: The belief that abilities can be developed through dedication and effort.

Example: Encouraging a client to view setbacks as learning opportunities.

Practical application: Counters negative self-talk common in ADHD self-esteem issues.

Challenges: Shifting entrenched beliefs that may be reinforced by repeated failures.

### Hyperfocus Awareness

Related terms: attention regulation, flow state

Explanation: Recognizing periods when a client becomes intensely absorbed in an activity, often to the exclusion of other tasks.

Example: Noticing a client spends hours on a hobby and neglects deadlines.

Practical application: Coach helps channel hyperfocus toward productive outcomes.

Challenges: Balancing the positive aspects of hyperfocus with necessary task completion.

### Inclusive Language

Related terms: person-first terminology, respectful communication

Explanation: Using words that affirm the client's identity without defining them solely by ADHD.

Example: Saying "a client with ADHD" rather than "an ADHD client."

Practical application: Promotes dignity and reduces stigma.

Challenges: Habits of shorthand language can be hard to break.

### Information Chunking

Related terms: microlearning, segmentation

Explanation: Breaking complex concepts into small, manageable pieces.

Example: Presenting one organizational tip per session rather than a full system.

Practical application: Aligns with the reduced working memory capacity often seen in ADHD.

Challenges: Ensuring that chunks still convey the full picture over time.

### Intentional Pausing

Related terms: silence, processing time

Explanation: Deliberately allowing brief silences so the client can think before responding.

Example: After asking a question, the coach waits three seconds before speaking.

Practical application: Gives ADHD clients space to organize thoughts.

Challenges: Coach may feel uncomfortable with silence, risking premature filling.

### Journaling Prompts

Related terms: reflective writing, self-monitoring

Explanation: Guided questions that encourage clients to record thoughts, emotions, and actions.

Example: "What three tasks did you complete today, and how did you feel?"

Practical application: Supports tracking of progress and triggers for ADHD patterns.

Challenges: Clients may forget or feel burdened by additional tasks.

### Kinesthetic Feedback

Related terms: body-based cues, tactile learning

Explanation: Using movement or physical activity to reinforce coaching concepts.

Example: Having a client stand and stretch while discussing a new routine.

Practical application: Engages ADHD learners who benefit from physical stimulation.

Challenges: Maintaining professionalism while incorporating movement.

### Listening Filters

Related terms: selective attention, bias

Explanation: Internal lenses that affect how information is received and interpreted.

Example: A coach's assumption that "ADHD = disorganization" filters client statements.

Practical application: Coaches must regularly check these filters to stay objective.

Challenges: Filters are often subconscious and require deliberate reflection.

### Metacognitive Coaching

Related terms: self-awareness, thinking about thinking

Explanation: Guiding clients to reflect on their own thought processes and learning strategies.

Example: Asking, "What helped you stay on task today?"

Practical application: Enhances self-regulation skills vital for ADHD management.

Challenges: Clients may initially lack the vocabulary to articulate metacognitive insights.

### Micro-Goal Setting

Related terms: incremental progress, bite-size objectives

Explanation: Defining very small, achievable steps that lead toward larger goals.

Example: "Write one paragraph of the report before lunch."

Practical application: Reduces overwhelm for clients who struggle with large tasks.

Challenges: Ensuring micro-goals still align with broader objectives.

### Non-Verbal Mirroring

Related terms: body language matching, rapport building

Explanation: Subtly matching a client's posture or gestures to create subconscious connection.

Example: Slightly leaning forward when the client leans forward.

Practical application: Enhances trust, especially when verbal communication is limited.

Challenges: Over-mirroring can feel manipulative if detected.

### Open-Ended Questions

Related terms: exploratory prompts, reflective inquiry

Explanation: Questions that cannot be answered with a simple “yes” or “no,” encouraging elaboration.

Example: “What does an ideal morning look like for you?”

Practical application: Draws out richer information from ADHD clients who may otherwise give brief answers.

Challenges: Clients may feel pressure to elaborate; coach must manage pacing.

### Outcome Visualization

Related terms: future pacing, mental rehearsal

Explanation: Guiding clients to imagine successful completion of a task or goal.

Example: Asking the client to picture the feeling of submitting a finished project.

Practical application: Increases motivation and clarifies steps needed.

Challenges: Clients with anxiety may find visualization overwhelming.

### Paraphrasing

Related terms: rephrasing, summarizing

Explanation: Restating the client’s words in the coach’s own language to confirm understanding.

Example: “So you’re saying you feel stuck because you lose track of time?”

Practical application: Checks comprehension and keeps the conversation on track.

Challenges: Over-paraphrasing can interrupt flow; balance is key.

### Positive Reinforcement

Related terms: reward, encouragement

Explanation: Providing praise or incentives when a client demonstrates desired behavior.

Example: Acknowledging, “Great job completing your schedule for the week!”

Practical application: Strengthens habit formation in ADHD coaching.

Challenges: Reinforcement must be timely; delays reduce effectiveness.

### Prompt Engineering

Related terms: question design, cueing

Explanation: Crafting prompts that elicit specific, actionable responses from clients.

Example: Using “What’s the next step you can take?” instead of “What do you think?”

Practical application: Guides ADHD clients toward concrete actions.

Challenges: Over-structuring can limit client creativity.

### Qualitative Feedback

Related terms: descriptive comments, narrative assessment

Explanation: Providing feedback that focuses on the quality and nuance of client performance rather than numerical scores.

Example: "Your planning was thorough, especially the way you broke tasks into subtasks."

Practical application: Aligns with the subjective experiences of ADHD clients.

Challenges: May be harder for clients to quantify progress.

### Reflective Listening

Related terms: active listening, empathy

Explanation: The coach repeats back the essence of the client's message to confirm understanding.

Example: "You feel overwhelmed when deadlines cluster together."

Practical application: Validates emotions and clarifies issues.

Challenges: Risk of sounding repetitive if overused.

### Reframing

Related terms: cognitive restructuring, perspective shift

Explanation: Changing the way a situation is viewed to create a more positive or constructive interpretation.

Example: Turning "I missed the deadline" into "I learned what timing works best for me."

Practical application: Helps ADHD clients reduce self-criticism.

Challenges: Clients may resist reinterpreting negative experiences.

### Self-Advocacy Coaching

Related terms: assertiveness, empowerment

Explanation: Training clients to communicate their needs and preferences effectively.

Example: Role-playing a request for a quiet workspace with an employer.

Practical application: Enables ADHD clients to seek accommodations.

Challenges: Fear of stigma may inhibit practice.

### Signal Words

Related terms: verbal cues, transition markers

Explanation: Specific words that indicate a shift in conversation, such as "now," "next," or "finally."

Example: Using "next" to move from problem discussion to solution planning.

Practical application: Provides structure for clients who struggle with sequencing.

Challenges: Over-reliance can make dialogue feel mechanical.

### Silence Management

Related terms: pause technique, reflective space

Explanation: Strategically using quiet moments to encourage client introspection.

Example: Allowing a 5-second pause after a client shares a challenge.

Practical application: Gives ADHD clients time to process information.

Challenges: Coaches may feel compelled to fill gaps, breaking flow.

### Situational Awareness

Related terms: contextual listening, environmental scanning

Explanation: Understanding the physical and relational context of communication.

Example: Noticing a client's room is cluttered and addressing it as a potential distraction.

Practical application: Adjusts coaching strategies to the client's surroundings.

Challenges: Requires constant observation, which can be draining.

### Sleep Hygiene Discussion

Related terms: restorative practices, circadian rhythm

Explanation: Coaching conversations about habits that promote quality sleep.

Example: Suggesting a consistent bedtime routine to improve focus.

Practical application: Addresses a common ADHD symptom—fatigue.

Challenges: Clients may view sleep advice as beyond coaching scope.

### Solution-Focused Dialogue

Related terms: strengths-based, future orientation

Explanation: Steering conversations toward what works and how to replicate success.

Example: “What has helped you stay on track before?”

Practical application: Builds confidence in ADHD clients.

Challenges: Risk of overlooking underlying issues that need attention.

### Stakeholder Communication

Related terms: collaboration, support network

Explanation: Engaging family, teachers, or employers in the coaching process.

Example: Sending a brief summary to a client’s supervisor with consent.

Practical application: Creates a consistent support system.

Challenges: Maintaining confidentiality and client autonomy.

### Structured Debrief

Related terms: session review, feedback loop

Explanation: A systematic recap of what was discussed, decisions made, and next steps.

Example: Ending each session with “What will you try this week?”

Practical application: Reinforces learning and accountability.

Challenges: Time constraints may limit depth.

### Summarization

Related terms: recap, synthesis

Explanation: Concisely restating key points from a conversation.

Example: “So far we’ve identified time-blocking as a priority.”

Practical application: Helps ADHD clients retain core messages.

Challenges: Over-summarizing can truncate nuanced discussion.

### Synchronous Communication

Related terms: real-time, live interaction

Explanation: Direct communication occurring simultaneously, such as video calls or phone chats.

Example: Conducting a coaching session via Zoom.

Practical application: Allows immediate feedback and visual cues.

Challenges: Technical glitches can disrupt focus for ADHD clients.

### Task Chunking

Related terms: information chunking, micro-goals

Explanation: Dividing a larger task into smaller, discrete components.

Example: Breaking "write report" into "outline," "draft introduction," "add references."

Practical application: Reduces overwhelm and improves completion rates.

Challenges: Clients may lose sight of the overall purpose.

### Time-Blocking Technique

Related terms: calendar scheduling, focused work periods

Explanation: Allocating specific time slots for particular activities.

Example: Reserving 9-10 am for email management.

Practical application: Provides structure for clients who struggle with start-stop cues.

Challenges: Rigid blocks may cause stress if unexpected events arise.

### Trauma-Informed Communication

Related terms: safety, empowerment

Explanation: An approach that recognizes the impact of trauma on communication patterns.

Example: Using gentle language and giving control over discussion topics.

Practical application: Many ADHD clients have co-occurring trauma; sensitivity reduces re-triggering.

Challenges: Requires additional training for coaches.

### Validation Statements

Related terms: affirmation, empathy

Explanation: Verbal acknowledgments that a client's feelings are understandable.

Example: "It makes sense you'd feel frustrated after that setback."

Practical application: Builds rapport and reduces shame.

Challenges: Over-validation can prevent problem-solving focus.

### Verbal Cueing

Related terms: signal words, transition markers

Explanation: Using specific words to guide the flow of conversation.

Example: "Now let's explore..." to shift topics.

Practical application: Provides predictability for ADHD clients.

Challenges: Excessive cueing may feel patronizing.

### Visual Metaphors

Related terms: graphic illustration, symbolic representation

Explanation: Using images or diagrams to convey abstract concepts.

Example: Comparing a "brain fog" to a clouded window.

Practical application: Supports clients who process information visually.

Challenges: Metaphors must be culturally appropriate and clear.

### Voice Modulation

Related terms: tone variation, pacing

Explanation: Adjusting pitch, volume, and speed to enhance engagement.

Example: Slowing speech when introducing a complex strategy.

Practical application: Helps maintain client attention.

Challenges: Coaches may unintentionally convey judgment through tone.

### Wording Simplicity

Related terms: plain language, jargon avoidance

Explanation: Using straightforward, everyday words to convey ideas.

Example: Saying “plan” instead of “strategic framework.”

Practical application: Reduces cognitive load for ADHD clients.

Challenges: Balancing simplicity with professional credibility.

### Active Paraphrase

Related terms: reflective listening, clarification

Explanation: A dynamic form of paraphrasing that includes both content and emotion.

Example: “You’re feeling anxious because you have several tasks due tomorrow.”

Practical application: Demonstrates attentiveness and fosters deeper insight.

Challenges: Requires quick mental processing; may be difficult in fast-paced sessions.

### Behavioural Contract

Related terms: agreement, accountability

Explanation: A written agreement outlining specific actions, timelines, and consequences.

Example: Client commits to using a planner daily for one month.

Practical application: Provides external structure for clients with weak self-regulation.

Challenges: Over-formalization may feel restrictive.

### Coaching Presence

Related terms: mindfulness, attentional focus

Explanation: The coach’s ability to be fully engaged, open, and non-judgmental.

Example: Maintaining eye contact and resisting distractions during sessions.

Practical application: Models the focused attention ADHD clients aim to develop.

Challenges: External interruptions can compromise presence.

### Contextual Reframing

Related terms: situational reframing, narrative shift

Explanation: Adjusting the meaning of a situation based on its broader context.

Example: Viewing a missed deadline as an opportunity to refine time-management tactics.

Practical application: Helps clients see setbacks as data points.

Challenges: Requires client willingness to adopt a new perspective.

### Decision-Making Matrix

Related terms: pros-cons list, prioritization tool

Explanation: A visual tool that rates options against criteria to aid choice.

Example: Scoring “study at library” vs. “study at home” on noise level, convenience, and focus.

Practical application: Reduces analysis paralysis common in ADHD.

Challenges: Over-complex matrices can overwhelm.

#### Dynamic Feedback

Related terms: real-time coaching, iterative adjustment

Explanation: Providing immediate, situational comments as the client acts.

Example: While the client drafts a schedule, the coach suggests a color-coding system.

Practical application: Capitalizes on the moment of engagement.

Challenges: Requires coach to be highly attentive and responsive.

#### Emotion Labeling

Related terms: affect identification, feeling words

Explanation: Helping clients name the emotions they experience.

Example: "It sounds like you're feeling overwhelmed."

Practical application: Enhances emotional regulation for ADHD clients.

Challenges: Clients may lack an emotional vocabulary initially.

#### Executive Function Coaching

Related terms: cognitive skills, self-management

Explanation: Targeted strategies to improve planning, organization, impulse control, and working memory.

Example: Teaching the use of a "two-minute rule" for quick tasks.

Practical application: Directly addresses core ADHD challenges.

Challenges: Transfer of skills to real-life contexts may be inconsistent.

#### Focus Anchors

Related terms: attention cues, grounding techniques

Explanation: Small, repeatable actions that bring attention back to the present moment.

Example: Using a tactile object like a stress ball during discussions.

Practical application: Supports clients who drift during sessions.

Challenges: Over-reliance may impede development of internal focus.

#### Goal Alignment

Related terms: objective matching, client values

Explanation: Ensuring coaching goals correspond with the client's personal priorities.

Example: Aligning a productivity goal with the client's desire to spend more time with family.

Practical application: Increases motivation and relevance.

Challenges: Misalignment can cause disengagement.

#### Habit Loop Disruption

Related terms: behavioral cue, reward

Explanation: Identifying and altering the trigger-routine-reward cycle that sustains an unwanted habit.

Example: Replacing the cue "checking phone" with a brief breathing exercise.

Practical application: Helps ADHD clients break impulsive patterns.

Challenges: Requires consistent monitoring and reinforcement.

### Implicit Bias Awareness

Related terms: unconscious prejudice, self-reflection

Explanation: Recognizing hidden attitudes that can affect coaching interactions.

Example: Noticing assumptions about "laziness" when a client misses deadlines.

Practical application: Promotes equitable treatment.

Challenges: Biases are often subtle and require ongoing self-audit.

### Information Overload Management

Related terms: cognitive load, chunking

Explanation: Strategies to prevent overwhelming clients with too much data at once.

Example: Providing one new tool per session instead of a full suite.

Practical application: Keeps ADHD clients focused on actionable items.

Challenges: Determining the optimal amount of information per session.

### Interactive Role-Play

Related terms: simulation, skill rehearsal

Explanation: Practicing real-world scenarios in a controlled coaching environment.

Example: Acting out a conversation with a boss about flexible hours.

Practical application: Builds confidence and communication competence.

Challenges: Some clients may feel self-conscious during enactments.

### Jargon Elimination

Related terms: plain language, clarity

Explanation: Removing technical terminology that may confuse clients.

Example: Replacing "neurodivergent" with "different brain wiring."

Practical application: Facilitates comprehension for clients with attention challenges.

Challenges: Balancing professional terminology with accessibility.

### Key Performance Indicators (KPIs)

Related terms: metrics, outcome tracking

Explanation: Specific, measurable data points used to evaluate progress.

Example: Number of days the client successfully uses a planner.

Practical application: Provides concrete evidence of improvement.

Challenges: Over-emphasis on numbers can create pressure.

### Learning Style Adaptation

Related terms: visual, auditory, kinesthetic

Explanation: Tailoring coaching communication to the client's preferred mode of processing.

Example: Using diagrams for visual learners, podcasts for auditory learners.

Practical application: Increases retention for ADHD clients.

Challenges: Some clients may have multimodal preferences, requiring blended approaches.

### Mind Mapping

Related terms: brainstorming, visual organization

Explanation: A diagram that visually connects ideas around a central concept.

Example: Mapping out steps to complete a project.

Practical application: Helps ADHD clients see relationships between tasks.

Challenges: May become cluttered without clear hierarchy.

### Motivational Interviewing (MI)

Related terms: change talk, client autonomy

Explanation: A collaborative conversation style that strengthens a client's own motivation for change.

Example: Asking, "What would be different if you managed time better?"

Practical application: Aligns with self-determination principles for ADHD clients.

Challenges: Requires skillful questioning to avoid resistance.

### Neurodiversity Terminology

Related terms: person-first language, identity-first language

Explanation: Vocabulary that respects the varied ways brains function.

Example: Using "person with ADHD" versus "ADHD person" based on client preference.

Practical application: Promotes respectful communication.

Challenges: Preferences may shift, requiring ongoing check-ins.

### Non-Judgmental Feedback

Related terms: constructive criticism, supportive commentary

Explanation: Offering observations without assigning blame or negative labels.

Example: "I noticed the planner was left open; perhaps we can set a reminder to close it."

Practical application: Reduces defensiveness in ADHD clients.

Challenges: Maintaining balance between honesty and encouragement.

### Outcome-Based Language

Related terms: future-oriented phrasing, results focus

Explanation: Speaking in terms of the results the client wishes to achieve.

Example: "When you finish your report, how will you feel?"

Practical application: Keeps sessions goal-directed.

Challenges: May feel abstract if not linked to concrete steps.

### Paradoxical Intervention

Related terms: reverse psychology, strategic suggestion

Explanation: Suggesting the client engage in a behavior they typically avoid, to reduce resistance.

Example: "Try allowing yourself a short break; you might find you return more focused."

Practical application: Can be effective for ADHD clients who fear rigidity.

Challenges: Must be used ethically and with clear intent.

### Peer Modeling

Related terms: social proof, observational learning

Explanation: Demonstrating successful strategies through stories of similar individuals.

Example: Sharing how another client used timers to improve task completion.

Practical application: Provides relatable examples that inspire action.

Challenges: Ensure models are realistic and not overly idealized.

### Positive Self-Talk Coaching

Related terms: affirmations, internal dialogue

Explanation: Guiding clients to replace negative thoughts with supportive statements.

Example: Replacing "I can't focus" with "I can use tools to improve focus."

Practical application: Boosts self-efficacy for ADHD clients.

Challenges: Clients may find affirmations inauthentic initially.

### Prompting Strategies

Related terms: cueing, reminder systems

Explanation: Techniques that provide external triggers to initiate desired actions.

Example: Setting phone alarms for task start times.

Practical application: Compensates for working-memory deficits.

Challenges: Over-reliance can hinder internal initiative development.

### Question Funnel

Related terms: progressive questioning, depth probing

Explanation: Starting with broad questions and narrowing to specifics to uncover details.

Example: "What's your biggest challenge?" → "How does that affect your morning routine?"

Practical application: Helps ADHD clients articulate underlying issues.

Challenges: Must avoid leading questions that bias responses.

### Reflective Journaling

Related terms: self-monitoring, insight generation

Explanation: Encouraging clients to write about experiences, feelings, and lessons learned.

Example: Prompting a client to note moments of focus during the day.

Practical application: Reinforces learning and tracks patterns.

Challenges: Consistency can be difficult for clients with executive dysfunction.

### Resilience Building

Related terms: grit, coping strategies

Explanation: Developing the capacity to recover from setbacks.

Example: Coaching a client to view a missed deadline as a learning moment rather than failure.

Practical application: Supports long-term sustainability of ADHD coping mechanisms.

Challenges: Requires patience as progress may be non-linear.

### Scenario Planning

Related terms: anticipatory thinking, contingency design

Explanation: Imagining possible future events and preparing responses.

Example: Discussing how to handle an unexpected meeting that disrupts a schedule.

Practical application: Strengthens adaptability for ADHD clients.

Challenges: Over-planning can cause analysis paralysis.

### Self-Monitoring Checklists

Related terms: tracking tools, progress sheets

Explanation: Simple lists that clients use to record completion of tasks or behaviors.

Example: A daily "Did I use my timer?" checkbox.

Practical application: Provides immediate visual feedback.

Challenges: Checklist fatigue may reduce effectiveness.

### Sense-Making Dialogue

Related terms: meaning construction, narrative development

Explanation: Conversations that help clients create coherent stories about their experiences.

Example: Guiding a client to link past successes with current goals.

Practical application: Enhances identity integration for ADHD individuals.

Challenges: Requires time and depth; may be limited in brief sessions.

### Skill Transfer Coaching

Related terms: application, generalization

Explanation: Assisting clients in applying learned strategies across different contexts.

Example: Using a planning tool at work and then at home.

Practical application: Ensures that gains are not isolated to coaching sessions.

Challenges: Clients may revert to old habits in new environments.

### Social Cue Training

Related terms: non-verbal literacy, interpersonal skills

Explanation: Teaching clients to interpret facial expressions, tone, and body language.

Example: Role-playing a conversation where a colleague's sigh indicates dissatisfaction.

Practical application: Improves workplace interactions for ADHD clients.

Challenges: Requires repeated practice and feedback.

### Strategic Silence

Related terms: pause technique, reflective space

Explanation: Intentionally withholding speech to encourage client contribution.

Example: After a client shares a challenge, the coach remains quiet for a few seconds.

Practical application: Allows ADHD clients to process and respond fully.

Challenges: Coach discomfort may lead to premature filling of silence.

### Structure-First Coaching

Related terms: framework, routine

Explanation: Prioritizing the establishment of consistent session formats before delving into content.

Example: Starting each session with a brief check-in, agenda setting, and recap.

Practical application: Provides predictability that benefits ADHD attention patterns.

Challenges: May feel rigid to clients who crave spontaneity.

### Summative Feedback

Related terms: overall assessment, end-of-phase review

Explanation: Comprehensive evaluation of progress at the conclusion of a coaching cycle.

Example: "Over the past month, you've increased on-time task completion by 40%."

Practical application: Highlights achievements and informs next steps.

Challenges: Requires accurate data collection throughout the period.

### Systemic Inquiry

Related terms: ecosystem analysis, contextual questioning

Explanation: Exploring how various life domains (work, home, health) interact to affect the client.

Example: Asking how sleep quality influences work focus.

Practical application: Addresses the multifaceted nature of ADHD.

Challenges: Can become overwhelming if too many variables are introduced at once.

### Task Prioritization Matrix

Related terms: Urgent-Important grid, Eisenhower Box

Explanation: Visual tool that categorizes tasks by urgency and importance.

Example: Placing "client report due tomorrow" in the urgent-important quadrant.

Practical application: Helps ADHD clients focus on what truly matters.

Challenges: Decision fatigue may impede accurate placement.

### Therapeutic Alliance Building

Related terms: trust, collaborative relationship

Explanation: The process of establishing a strong, supportive partnership between coach and client.

Example: Consistently honoring session times and follow-through on commitments.

Practical application: Critical for client engagement, especially when attention is fragile.

Challenges: Disruptions or missed appointments can erode alliance quickly.

### Time Estimation Coaching

Related terms: duration forecasting, planning accuracy

Explanation: Assisting clients in realistically predicting how long tasks will take.

Example: Using the "Pomodoro" method to gauge time spent on writing.

Practical application: Reduces chronic under- or over-estimation common in ADHD.

Challenges: Clients may resist adjusting long-held habits of misestimation.

### Trauma-Sensitive Listening

Related terms: safe space, grounding

Explanation: Listening techniques that prioritize safety and avoid triggering content.

Example: Offering the option to pause when discussing emotionally charged topics.

Practical application: Supports ADHD clients with trauma histories.

Challenges: Requires coach to be attuned to subtle signs of distress.

### Visualization Exercises

Related terms: mental imagery, future pacing

Explanation: Guided mental simulations of desired outcomes or processes.

Example: Imagining a successful meeting where the client confidently presents ideas.

Practical application: Enhances motivation and reduces anxiety.

Challenges: Clients with vivid imaginations may become overly absorbed