

ADHD Accounting Tasks Self Assessment Form

Instructions: This assessment is designed to help you identify your strengths and weaknesses in performing common accounting tasks, considering how ADHD may impact your performance. Please read each statement carefully and rate how well you agree with it on a scale of 1 (strongly disagree) to 5 (strongly agree).

General Information:

Name: (Optional)

Occupation: (Accountant/Bookkeeper)

Task	Description	Never (1)	Rarely (2)	Sometimes (3)	Often (4)	Very Often (5)
Data Entry	Entering financial data into spreadsheets or accounting software.					
Data Verification	Reviewing and confirming the accuracy of entered data.					
Detail-Oriented Tasks	Reconciling bank statements, matching invoices, and ensuring accuracy.					
Repetitive Tasks	Performing the same accounting procedures day in and day out.					
Deadlines and Time Management	Meeting deadlines for tax filings, reports, and other accounting tasks.					
Prioritization	Juggling multiple tasks at once and prioritizing them effectively.					
Multitasking	Managing various accounting processes simultaneously (e.g., data entry, calculations, client communication).					
Following Procedures	Adhering to established accounting rules and procedures for specific tasks.					
Organization and Filing	Maintaining a filing system for receipts, invoices, and other financial documents.					
Problem-Solving and Analysis	Identifying and resolving accounting discrepancies and errors.					
Creativity and Innovation	Finding new ways to improve accounting processes or workflows.					

Adaptability	Adjusting to changes in procedures, software, or client needs.					
Communication with Clients	Communicating complex financial information clearly and concisely to clients.					
Collaboration	Working effectively with colleagues on accounting projects.					
Creative Problem-Solving	Finding new ways to improve accounting processes or workflows.					

Possible ADHD Impact

- **Data Entry:** Difficulty focusing on repetitive tasks, may miss errors.
- **Data Verification:** May excel at catching discrepancies due to hyperfocus, but prone to carelessness if bored.
- **Detail-Oriented Tasks:** Can excel at spotting discrepancies, but prone to getting lost in details and losing track of time.
- **Repetitive Tasks:** May find repetitive tasks boring and lose motivation.
- **Deadlines and Time Management:** Prone to procrastination due to time management challenges.
- **Prioritization:** May struggle to prioritize due to impulsivity, but can excel with clear structures.
- **Multitasking:** Difficulty switching between tasks, may lose focus.
- **Following Procedures:** Can be a strength if procedures are clear and provide structure. Difficulty may arise if procedures are complex or require frequent changes.
- **Organization and Filing:** Disorganization can lead to lost documents and missed deadlines.
- **Problem-Solving and Analysis:** Can excel at finding solutions due to creative thinking, but may overlook simple errors due to inattention.

- **Creativity and Innovation:** Can bring fresh ideas, but may struggle with follow-through due to impulsivity.
- **Adaptability:** Thrives in stimulating environments, but may struggle with sudden changes if not prepared.
- **Communication with Clients:** Communication skills can be strong, but impulsivity may lead to interrupting or overlooking client questions
- **Collaboration:** Can be a team player with strong ideas, but impulsivity may lead to interrupting others.
- **Creative Problem-Solving:** Creativity can be a strong asset, but maintaining focus on implementing solutions might be challenging. Partnering with someone detail-oriented can be helpful.

Interpreting Your Results:

- Look for tasks where you rated yourself consistently high on "Often" or "Very Often." These are areas where your tendencies lie.
- Tasks where you rated yourself high on "Never" or "Rarely" may require additional strategies if they are important aspects of your job. Explore resources to improve in these areas (see "Additional Resources" below).
- ADHD Impact: This column provides a brief explanation of how ADHD might impact your performance on this task.

Additional Resources:

- Working with ADHD: A Toolkit for Accountants
- Conversation Starters
- ADHD accountability checklist
- ADHD friendly accounting task checklist

Disclaimer:

This assessment is for informational purposes only and should not be used for diagnosis. For a formal diagnosis, please consult with a qualified healthcare professional.