A 12-week, clinician-led ADHD coaching program for students in grades 4 through college, and their families.

Students learn to work *with* their brain instead of against it. Twice a week, on their real to-do lists, they build the habits that ADHD makes hard: getting tasks out of their head, deciding what to do first, starting, finishing, and planning around deadlines. Parents learn how to support the work at home without taking it over.

> **Your recommendations, put into practice.** Recommendations from an evaluation, a treatment plan, an IEP or 504 plan, a school team or a tutor are built directly into the student's weekly habits, so they get used instead of filed away.

THE METHOD

Research links ADHD to differences in the brain's dopamine reward pathway, which drives motivation. Tasks that offer little immediate reward are hard to start. Highly rewarding tasks are hard to stop. Tasks tied to anxiety or past failure get avoided. Willpower doesn't fix this; structure does. Teresa built the method from her clinical work. It lines up with established, research-tested approaches for ADHD: organizational skills training for children and middle schoolers, cognitive behavioral therapy for ADHD, and autonomy-supportive work with teens.

The 5 Laws

1. Always give yourself credit.
2. The Law of 3 + 2: three small tasks and two larger ones make a full day.
3. Follow to the finish.
4. One minute matters.
5. Rank everything.

The Ranking Rules

How a student feels about a task predicts what they'll do with it.

Rank	The feeling	What usually happens
1	Scared of it	Avoided completely
2	Hate it	Put off until the last minute
3	Don't care	Forgotten
4	Love it	Started right away, and hard to stop

Once students name the feeling, they learn a strategy for each rank: breaking scary tasks into small steps, pairing hated tasks with rewards, putting forgotten tasks on the list, and using timers on the ones they love.

WORKING ALONGSIDE YOU

321 Done Coaching is designed to complement the care a student already receives, not replace it. With the family's written consent, you choose how you'd like to stay informed:

A note at the start
With the goals we're working toward.

A monthly update
Brief, if you'd like one.

A week-12 summary
Which habits are in place, how consistently they're used, and next steps.



ABOUT

Teresa Bairos, LMFT

Teresa Bairos is a Licensed Marriage and Family Therapist whose coaching practice is devoted to students with ADHD and executive function challenges, from 4th grade through college.

For 26 years, Teresa has worked with students and families in schools, homes, clinics and residential programs, including more than 15 years in private practice. As a clinical case manager, she coordinated care across providers, so she knows how to work alongside a student's existing team. In recent years, much of her work has been teaching: she designs and leads psychoeducation and parent education programs across Broward and Palm Beach counties, reaching thousands of students and the parents and educators around them.

She keeps her practice intentionally small and conducts every session herself, so each student receives individualized care.

M.A., Marital and Family Therapy, University of Connecticut · Licensed Marriage and Family Therapist, Florida, MT3213 · Professional Member, CHADD

WHO WE HELP

Students from 4th grade through college who have ADHD or show the executive function challenges that come with it. Families often reach out when:

- A student has a new diagnosis, or medication has been recommended and they need skills to go with it.
- Organization, planning and follow-through aren't keeping up with schoolwork.
- The student feels overwhelmed, or says they're "bad at school."
- Parents of younger children are stuck in daily power struggles.
- Parents of older students see a capable kid who isn't living up to their potential, and it's starting to look like laziness.

THE 12-WEEK PROGRAM

- **A three-month commitment:** two sessions a week for 12 weeks. The first builds a new habit on the student's real list; the second checks what worked and adjusts.
- **One habit at a time,** in a set sequence, until the student runs the system on their own.
- **In person, virtual or at home.** Missed sessions are made up the same week.
- **Parents, as involved as the student needs:** direct guidance with younger children; older teens work as independently as possible.
- **Direct access** between sessions, with replies within one business day.
- **Two books:** a Student Playbook and a Family Manual.

COACHING AND CLINICAL CARE

Teresa keeps her coaching and therapy work separate. Her clinical background means she recognizes when a student's needs go beyond coaching, and she refers them to appropriate care. With the family's consent, she works alongside each student's psychiatrist, therapist, pediatrician, school team and tutors.

It isn't laziness. It's a brain that needs a different approach.

HOW TO REFER

Hand the family a referral card, or reach out directly. Teresa will contact the family within one business day to schedule a consultation and, with the family's permission, will let you know once she has.

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321 Done Coaching is a coaching service. It is not psychotherapy, psychological treatment, or tutoring, and it does not replace medical or mental health care.