FREE WORKSHEET · FOCUS WITH ADHD, SUBJECT 22

ADHD to-do list template

☐ TODAY, 10 MINUTES

Empty and translate. Copy every open item onto the sheet. If it needs more than one step, write it in the projects box and put only its next action on the list.

Done on _____

☐ EACH MORNING, 2 MINUTES

Pick three. Copy three actions into today's box, the one that must happen first. Start it before you open email.

Done on _____

☐ EACH SUNDAY, 5 MINUTES

Refresh the list. Cross off what is done and give each project whose action is finished its next one. If three a day kept failing, make next week's actions smaller.

Done on _____

TODAY'S THREE

1. Must happen today: _____
2. Then: _____
3. Then: _____

NEXT PHYSICAL ACTIONS

Action you could start in two minutes	Done

PROJECTS, EACH WITH ITS NEXT ACTION

Project	Its next action (also on the list)