



WORK RELATED ADHD TOOLS TO HELP WITH PRODUCTIVITY, MOTIVATION, CONSISTENCY, AND FOLLOW THROUGH

THE 3-MINUTE RESET

USE WHEN

Use when your brain feels overloaded, scattered, or stuck on one task.

STOP

Pause what you are doing.

DUMP

Write down everything pulling at your attention.

PICK

Choose the 3 things that matter most today.

START

Choose one small next action.

QUICK CUE

Ask yourself: What needs my attention now, and what can wait?

The goal is not to finish the whole list. The goal is to stop carrying the whole list in your head.



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URGENT OR IMPORTANT?

USE WHEN

Use when everything feels equally important.

URGENT + IMPORTANT

Do it first. Think: deadline today, a time-sensitive problem, or someone waiting on your input.

IMPORTANT + NOT URGENT

Schedule it. Think: planning, preparation, development, or long-term projects.

URGENT + LESS IMPORTANT

Delegate, shorten, or handle quickly. Ask: Does this actually require me?

NOT URGENT + NOT IMPORTANT

Delay, reduce, or remove it.

QUICK CUE

Shortcut: Do now? Schedule? Delegate? Drop?



THE DAILY 3

USE WHEN

Use when your task list is too long.

1. MUST

The most important thing to move forward today.

2. SHOULD

Important, but not more important than the Must.

3. COULD

Useful if time and energy allow.

QUICK CUE

Everything else can stay on the list. It does not need your attention right now.

Watch for the trap of doing the easiest or most interesting task while more important work becomes urgent.



MAKE THE TASK SMALLER

USE WHEN

Use when you know what needs to be done, but starting feels difficult.

Instead of: Finish the report

Open the document -> review notes -> write the first section.

Instead of: Prepare the presentation

Open slides -> write 3 main points -> make the title slide -> work on the first point.

QUICK CUE

Ask: What is the next physical action I can actually do?

If the answer still feels overwhelming, make the step smaller again.



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TIME BLOCK IT

USE WHEN

Use when one task tends to take over your whole day.

Example

9:00-9:30 Email + urgent items

9:30-10:30 Priority project

10:30-10:40 Reset/check task list

10:40-11:15 Follow-up tasks

QUICK CUE

When the block ends: STOP -> CHECK -> DECIDE

Ask: Do I intentionally continue this, or does something else need attention? You are allowed to stop an unfinished task and return to it later.



THE CHECKPOINT

USE WHEN

Use when you tend to focus deeply and lose track of everything else.

CHECK 1

What am I working on?

CHECK 2

Is this still the highest priority?

CHECK 3

Did something important become urgent?

CHECK 4

Is someone waiting on me?

CHECK 5

What is my next work block?

QUICK CUE

Set 2-3 checkpoints during your workday.

This is a quick course correction, not another task. Do not reorganize your entire system.



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WHEN I DON'T WANT TO START

USE WHEN

Use when you are dragging your feet, avoiding work, or feeling powerless.

Choose one

Work on it for a short block.

Choose one

Ask for clarification.

Choose one

Make one decision.

Choose one

Delegate something when appropriate.

Choose one

Send the message you are avoiding.

Choose one

Break the task into a smaller step.

Choose one

Put it on the calendar instead of repeatedly thinking about it.



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WORKPLACE CONNECTION COUNTS

USE WHEN

Use when relationship-building gets pushed aside because there is no obvious reason to start a conversation.

Try one

Ask a coworker: How is your day going?

Try one

Ask: Anything you need from me?

Try one

Follow up on something someone mentioned earlier.

Try one

Give one specific positive comment.

Try one

Spend a few minutes in a shared work area.

Try one

Before ending a conversation, ask one follow-up question.

QUICK CUE

Simple formula: ASK -> LISTEN -> FOLLOW UP -> CLOSE

You do not need a long conversation for it to count. Small, consistent interactions can support workplace relationships.



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WORKPLACE CONNECTION PLAN

USE WHEN

Use when you want to be more visible, approachable, or consistent about connecting with coworkers.

Person 1

Person 2

Reason to connect

CHECK IN | ASK | THANK | FOLLOW UP | RECOGNIZE

QUICK CUE

At the start of the day, choose 1-2 people to connect with.

Keep it short. A brief, useful interaction still counts as relationship-building.



END-OF-DAY RESET

USE WHEN

Use when unfinished work follows you home mentally.

1

Write down anything unfinished.

2

Choose tomorrow's likely Must.

3

Put important unfinished work on the calendar.

4

Write down anyone you need to follow up with.

5

Close the workday.

QUICK CUE

Ask: Is there anything I am trying to remember instead of writing down?

If yes, write it down so your brain does not have to keep holding it.



ONE-PAGE DAILY PLAN

USE WHEN

Use this as a quick daily planning page.

TODAY'S MUST

SHOULD

COULD

PEOPLE I WILL CONNECT WITH

1. _____

2. _____

MY WORK BLOCKS

_____ -> _____

_____ -> _____

_____ -> _____

CHECKPOINT

Am I still working on the right thing?

QUICK CUE

IF I GET STUCK: Stop -> Dump -> Pick -> Make it smaller -> Start