

STEP 1: Describe the task in detail.

Write down exactly what task you need to get done and why.

Ex: Deep clean the entire house and declutter so I don't feel overwhelmed.

STEP 2: Break down the task into smaller manageable parts.

People with ADHD might feel a task will take forever. Estimate how much time it will actually take you to complete the task and make a list of everything you will need to accomplish the task beforehand.

Task Breakdown	Time Required	What Do You Need?
1. Ex: Kitchen - including the oven, stove, refrigerator, microwave, cabinet shelves/drawers, and floor.	2 hours	All-purpose spray, rags, broom, and mop
2.		
3.		
4.		
5.		
6.		
7.		
8.		



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1. <div></div>	<div></div>	<div></div>
2. <div></div>	<div></div>	<div></div>
3. <div></div>	<div></div>	<div></div>
4. <div></div>	<div></div>	<div></div>
5. <div></div>	<div></div>	<div></div>
6. <div></div>	<div></div>	<div></div>
7. <div></div>	<div></div>	<div></div>
8. <div></div>	<div></div>	<div></div>



Schedule each task listed in your task breakdown above. Write down where you're adding reminders and how you will reward yourself with each completed task.

[illegible]

Explore all the different challenges you may have when completing the task. What can distract you? Why may you procrastinate? Then, plan out how you can tackle those challenges.

Ex: Any notifications from my phone will distract me - I will put my phone on silent from 3-5.



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