

# Task Start Menu (ADHD)

Pick 1 starter. Set a timer (5/10/15/25). Do only the starter until the timer ends.  
If stuck: pick the smallest, start a 2-minute timer, begin anyway.

## Start (2 min)

- ☐ Open the file/tab
- ☐ Write 1 sentence
- ☐ Write 3 bullets
- ☐ Start 2-min timer
- ☐ Set 5-min timer
- ☐ Write 'done looks like...'
- ☐ Create a heading
- ☐ Do the smallest possible
- ☐ Start with an example
- ☐ Copy a template line
- ☐ Write only the question
- ☐ Start a messy version
- ☐ Pick 1 sub-goal
- ☐ Write the next click
- ☐ Write 1 number
- ☐ Write 1 name

## Environment & focus

- ☐ Phone away
- ☐ Close 5 tabs
- ☐ Turn on Do Not Disturb
- ☐ Get water
- ☐ Put on headphones
- ☐ Turn on a lamp
- ☐ Clear 10 items
- ☐ Open a 'Parking' note
- ☐ Go full screen
- ☐ Make timer visible
- ☐ Move distractions away
- ☐ Start a focus song
- ☐ Only 1 app open
- ☐ Change location
- ☐ Lower noise
- ☐ Close email

## Tight planning

- ☐ Write 1 outcome
- ☐ Write 1 next step
- ☐ Choose a timebox
- ☐ Define 'good enough'
- ☐ Split into 3 chunks
- ☐ Write 5-line checklist
- ☐ Pick a reward
- ☐ Write a stop rule
- ☐ Name 1 obstacle
- ☐ Make 1 tweak easier
- ☐ Choose a start time
- ☐ Write 'why now?'
- ☐ Park 1 question
- ☐ Set a stop-time
- ☐ Choose A or B
- ☐ Set a deadline

## Email & messages

- ☐ Reply with 1 line
- ☐ Draft a subject line
- ☐ Archive 10
- ☐ Star 3
- ☐ Create a draft
- ☐ Send 2-line status
- ☐ Ask 1 clear question
- ☐ Close a thread
- ☐ Turn email into a task
- ☐ Set a reminder
- ☐ Close inbox when done
- ☐ Delete spam
- ☐ Send 'I'll circle back'
- ☐ Schedule reply time
- ☐ Send 'thanks'
- ☐ Send 'got it'

## Writing & thinking

- ☐ Write headings
- ☐ Write 5 bullets
- ☐ Messy draft 5 min
- ☐ Edit headings only
- ☐ Reorder sections
- ☐ Add TODO markers
- ☐ 2-sentence summary
- ☐ Fill one paragraph
- ☐ Add an example
- ☐ Add conclusion bullet
- ☐ Read aloud 1 min
- ☐ Fix one sentence
- ☐ Export/share
- ☐ Save and close
- ☐ Add 1 image
- ☐ Cut 1 line

## Meetings & follow-up

- ☐ Write 2 questions
- ☐ Create a notes doc
- ☐ Add 1 decision point
- ☐ Open the agenda
- ☐ Send the link
- ☐ Book the next step
- ☐ Write the action item
- ☐ Send short follow-up
- ☐ Join 2 min early
- ☐ Mute notifications
- ☐ Name an owner
- ☐ Add a deadline
- ☐ 3-line summary
- ☐ Add to calendar
- ☐ Send recap
- ☐ Park 1 question

## Learning & reading

- ☐ Read 1 page
- ☐ Skim headings
- ☐ Highlight 3 lines
- ☐ Write 3 takeaways
- ☐ Watch 3 minutes
- ☐ Set 10-min timer
- ☐ Look up 1 term
- ☐ Save 1 link
- ☐ Do 1 example
- ☐ Write 1 question
- ☐ Note 3 words
- ☐ Close and return
- ☐ Make a flashcard
- ☐ Read aloud 30 sec
- ☐ 2-min break
- ☐ Pick next section

## Files & digital

- ☐ Create a folder
- ☐ Rename a file
- ☐ Move 10 files
- ☐ Delete 10 junk files
- ☐ Close unused apps
- ☐ Close 5 tabs
- ☐ Search for file
- ☐ Export PDF
- ☐ Upload a doc
- ☐ Add a bookmark
- ☐ Clear desktop
- ☐ Clear downloads
- ☐ Only 1 tab open
- ☐ Save a version
- ☐ Back up
- ☐ Sign out

## Admin & money

- ☐ Pay 1 bill
- ☐ Open banking app
- ☐ Sort mail into 1 pile
- ☐ Scan 5 transactions
- ☐ File 1 receipt
- ☐ Schedule an appointment
- ☐ Fill 1 box
- ☐ Write 1 form line
- ☐ Cancel 1 subscription
- ☐ Set a reminder
- ☐ Write an errands list
- ☐ Print 1 page
- ☐ Open tax folder
- ☐ Organize wallet
- ☐ Make 1 call
- ☐ Write 1 number

## Home (2-10 min)

- ☐ Clear one surface
- ☐ Put away 10 items
- ☐ Start 5-min tidy
- ☐ Wash 5 dishes
- ☐ Unload dishwasher
- ☐ Load dishwasher
- ☐ Take out trash
- ☐ Sort one pile
- ☐ Start laundry
- ☐ Fold 10 items
- ☐ Lay out clothes
- ☐ Wipe counter
- ☐ Make the bed
- ☐ Gather cups
- ☐ Put shoes away
- ☐ Clear the table

## Food & kitchen

- ☐ Drink water
- ☐ Protein snack
- ☐ Plan 1 simple meal
- ☐ Write 1 grocery line
- ☐ Cut fruit
- ☐ Make tea/coffee
- ☐ Refill bottle
- ☐ Label leftovers
- ☐ Wash 5 dishes
- ☐ Wipe stovetop
- ☐ Pack lunch
- ☐ Take out trash
- ☐ Set out breakfast
- ☐ Defrost one thing
- ☐ Check fridge 1 min
- ☐ Throw out expired

## Body & energy

- ☐ Drink water
- ☐ Protein
- ☐ Breathe 60 seconds
- ☐ Walk 2 minutes
- ☐ Stretch 60 seconds
- ☐ Step outside 2 min
- ☐ Wash face
- ☐ Shower 3-5 min
- ☐ Meds (as prescribed)
- ☐ Stand 1 minute
- ☐ Tense/release
- ☐ Bright light
- ☐ 2-min break
- ☐ 10 squats
- ☐ Shake out 30 sec
- ☐ Set 5-min timer

## Evening & tomorrow

- ☐ Set alarm
- ☐ Lay out clothes
- ☐ Keys/wallet ready
- ☐ Tidy one surface
- ☐ Check calendar
- ☐ Write tomorrow first step
- ☐ Make a 'done' list
- ☐ Brush teeth
- ☐ Screens off 10 min
- ☐ Read 5 min
- ☐ Water by bed
- ☐ Charge phone away
- ☐ Dim lights
- ☐ Go to bed on time
- ☐ Set a timer
- ☐ Close doors