

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

Light 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 list
- 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