



Dr. K's Guide to Mental Health

ADHD Module | Environment: Organization | Worksheet

Brain Dump To-Do List

- 1 This is your chance to offload everything filling up your mind onto this sheet and decompress your mind-clutter. Write down all the items you want to get done.
 - 2 From there, the following pages have different ways to help you prioritize and pick out what order you should tackle the items in.
 - 3 Lastly, take a look at how you can plan out your schedule on a daily, weekly, or monthly basis to complete your list in a realistic manner. Start small with daily schedules for one week. Once you've found a format that works, move to weekly then monthly schedules for your to-do list!



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Daily Prioritization option: What can be done today, soon, or eventually

Take your to-do list and organize it from things you can do **TODAY, SOON, or EVENTUALLY.**

After you've ranked all the Items. Focus on completing the to-do list from top to bottom.

Things I have to do TODAY	
Things I should do SOON	
Things I should do EVENTUALLY	





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Daily Scheduling Calendar

Take the items listed in the "Things I have to do **TODAY**" section and plan out what you can realistically accomplish today.

SCHEDULE

06:00	
07:00	
08:00	
09:00	
10:00	
11:00	
12:00	
13:00	
14:00	
15:00	
16:00	
17:00	
18:00	
19:00	
20:00	
21:00	





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Weekly Prioritization option: Chart by importance and urgency

Place your to-do list items according to how **IMPORTANT** vs **URGENT** they are on the chart below. From there, the quadrants illustrate which tasks you should do, schedule, delegate, or delete.





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Weekly Scheduling Calendar

- With the tasks "Weekly Prioritization" chart, take the "what you should do first" column and estimate it will take you to do them.
- Next, use this weekly calendar system to plan out where you can fit in your to-do items within your week

MONDAY
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

TUESDAY
<input type="text"/>
<input type="text"/>
<input type="text"/>
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WEDNESDAY
<input type="text"/>
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THURSDAY
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FRIDAY
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SATURDAY
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SUNDAY
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WEEKLY REWARDS
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MONTH		YEAR
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TOP PRIORITIES		NOTES
1		
2		
3		
4		
5		
6		

MON	TUE	WED	THU	FRI	SAT	SUN
●	●	●	●	●	●	●
●	●	●	●	●	●	●
●	●	●	●	●	●	●
●	●	●	●	●	●	●
●	●	●	●	●	●	●

