

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
2 Paper calendars provide a visual, tactile receptacle for your thoughts and reminders. additu.de/ visual	3 Make 3 lists every day: 4 things you must do before bed; 4 things you'd like to do; and 4 things you just need to write down.	4 Block out chunks of time to not answer the phone, respond to texts, read email additu.de/ do-not-disturb	5 Keep a Donate bag or box in the laundry room to sort out clothes that no longer fit.	6 Use the Boomerang app to send pre-written emails on birthdays and anniversaries. additu.de/bdays	7 Buy a giant, beautiful basket for all those sneak- ers and flip-flops scattered around your house.	1 Reply to every text chain — even if it's just an emoji.
						8 Text yourself reminders — and leave notifications on.
9 Try a routine — laundry on Tues- days and Fridays; grocery shopping on Saturdays; meal-planning on Thursday nights.	10 A "brain dump" before bed may help you sleep better and prepare for tomorrow.	11 Say "no" to requests and ask for downtime. additu.de/ just-no	12 After work, perform a "10-minute tidy up" before doing anything else.	13 Use a screen reader to listen to emails and texts. additu.de/ extensions	14 Schedule a drive using the Waze app, and it will tell you when to leave.	15 Set a timer for 15 minutes and focus on one household task. If an idea pops into your head, write it down for later. additu.de/ timetools
16 Set reminder alarms to call someone, anyone, one night a week. additu.de/ reach-out	17 Touch mail once: Bring it in, open it, and file accordingly. Don't even open junk mail.	18 The Paprika app creates a grocery list based on the recipes you find online.	19 Give other people permission to point out the time and to send you reminders — and thank them.	20 Write to-do items on colorful Post-Its that you can toss when they're complete. additu.de/post-it	21 Use smart home devices to set reminders for household tasks, departure times, and deadlines.	22 Quick tidy-up tip: Anything that doesn't have a home goes into a "doom basket." additu.de/ home
23 Use false (early) dates for deadlines.	24 Stop forget- ting about fresh vegetables in your fridge drawers. Move them to the middle shelves so they stay in sight.	25 Don't apolo- gize for yourself. You are doing your best. additu.de/ quotes	26 Set your smart watch alarm to go off in 30-minute increments as gentle focus reminders.	27 Working from home? Use your 5-minute breaks to tidy one small area. additu.de/ tidy	28 Assign each family member one cup that they rinse between uses.	29 Log each ap- pointment in your journal or planner, phone calendar, <i>and</i> office calendar to reinforce it. additu.de/ plan
30 Break down	31 Limit your					

to-do lists into teeny-tiny tasks, so one-on-one, when you can regularly cross things off. additu.de/ gsd

socializing to



"Most systems for planning and organization are built for neurotypical brains. You must create your own 'owner's manual' for your ADHD brain." -William Dodson, M.D.

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