

Daily To-Do List

As you've learned, most adults with ADHD have deficits in executive functioning and motivation that make time management and organization difficult. Identifying specific tasks you want to accomplish and planning time to accomplish them using to-do lists can help manage these deficits. This worksheet explores use of a specific type of to-do list known as the *daily to-do list*¹.

A daily to-do list is a list of tasks you want to accomplish on a specific day. While a comprehensive to-do list identifies all of the tasks, activities, and responsibilities you must complete for the next 1 to 6 weeks, a daily to-do list is a short list of two to five ordinary tasks you might otherwise forget or avoid doing. Follow the steps below to develop your daily to-do list:

1. Find something to which you have easy access to write your daily to-do list on. Examples include the notes function on your phone, an index card, or a sticky note.
2. Identify two to five items to include on your daily to-do list. It may be helpful to review your comprehensive to-do list when selecting these items.
3. Make sure you define your tasks using concrete behavioral terms that point to specific actions you should take. Avoid wording tasks in ways that make the task seem too large or overwhelming. Instead, look for ways to break tasks down into smaller chunks. For example, rather than adding a task like "do the laundry" to your daily to-do list, try breaking it up into smaller units such as "sort laundry," "wash and dry laundry," "fold laundry," or "put away laundry."
4. Identify specific time to spend on each task.
5. Complete each task at its scheduled time.

¹ Ramsay, J. R., & Rostain, A. L. *Cognitive-behavioral therapy for adult ADHD: An integrative and psychosocial medical approach* (2nd ed.). Routledge.