

# How to make your True-to-You To-Do list work for you!

## TASKS

Limit yourself to 10 tasks at most. It's unrealistic to expect yourself to get a huge list of things done in a day. If you complete your list and want to create a new one, go for it! But I would start with less than 10. I generally do eight in case I come across something I want to add later. Choose your tasks based on what needs to be done to make you feel like it would be enough not on all the things you could do.

## RANK

Now that you have your list we're going to rank each thing on the list not by the amount of time it will take or where it's located but by how much mental and physical energy it's going to take you to complete that task. one would be this task is pretty easy and won't be too hard, two is it's a little bit difficult but I still wouldn't say it's hard and then three is going to be the tasks that take the most of your mental and physical energy to complete. For me even though washing the kitchen sink only takes about 5 minutes it takes a lot of mental energy for me to do it because I have OCD and I don't like to put my hands in the sink. so I would rank that at a two or three. Looking at your list you should have some ones, some twos and some threes. if they're all threes take something off and add something else that's a one or a two. expecting ourselves to be able to complete 8 to 10 "level 3" tasks in a day is oftentimes unrealistic.

## ORDER

Next we're going to take those items that we've ranked one to three and we're going to put them in order smattering your ones and twos between our threes so that you are not trying to complete all of your threes one right after another.

I recommend that you, for your first activity, rather than picking one of the hard ones, the ones that really suck you dry, pick one of the easier ones one that maybe you even might enjoy a little bit because then you're also going to get a quick dopamine hit off of finishing that. So now you're building your dopamine up.

✓ *True to You To-Do List*

Done!	Tasks	Rank	Order	Check-in after
✓	Unload Dishwasher	2	3	✓
✓	Load Dishwasher	3	4	
✓	clean off counters	3	6	✓
✓	pick up living room floor	1	1	
	Vacuum	2	5	✓
✓	Clean toilet	2	2	
	Wash bathroom sink	1	7	
	Make Dr. Appt.	3	8	

Dopamine Kick Starters	Piggy-Back Activities
Stretch _____	Listen to Podcast _____
Walk up and down the driveway twice _____	Listen to music _____
Have a cup of coffee _____	collect data _____
Play fetch with the dog _____	Act out the part _____

Reward Yourself!
30 guilt free minutes on Tik Tok _____



## **DOPAMINE KICK STARTERS**

ADHD people work on a deficit of dopamine and we're always seeking dopamine so if you get up on a Saturday morning and the first thought that you have is "I've got to clean the house" your dopamine level is already low because people with ADHD function at a deficit most of the time. Think about a car battery, if it's always a low charge it's harder to get it to start as opposed to a full battery or even a three-quarter full battery. If it's too low, it's going to be really hard or almost impossible to get it started so we have to do something before we start working on the task to lift the dopamine. That's where *Dopamine Kickstarter* comes in. You need to have some things that give you a quick hit of dopamine. You want something that's going to give you a little boost, maybe a quick walk or jumping jacks. I find that some sort of physical activity will generally help even if it's just walking around the house and then I'm more able to do something. Use the Dopamine Kickstarter section of the list to write down what you will use for yourself.

## **CHECK-IN:**

In the Check-In section of the list, put a checkmark next to the activities you will stop after and check how you're feeling. Are you struggling with continuing? How can you bring your dopamine levels back up? Go back to your Kickstarters and try one of those! Then attack your next task.

## **PIGGY-BACK ACTIVITIES:**

People with ADHD often need something they can do along with their tasks to keep their mind occupied, interested and engaged. Some people listen to music or podcasts, others may pretend to act out a scene. Do what works for you!

## **REWARD YOURSELF!**

Take time to congratulate yourself on a job well done!

## **MAKE IT YOUR OWN**

Like any tool or strategy, this list can be made into whatever you choose.

