Toodledo

The *ADHD-Friendly* Task System

A gentle 7-day setup with Toodledo for when you feel overwhelmed, forget things, or find it hard to start. Fifteen minutes a day. No perfection required.

7 days
one small step each

15 minutes
a day

4 templates
to print and use

START HERE

A simple system you can *actually keep.*

If your head feels like fifty open tabs, the answer is rarely "try harder." It is usually a small, boring system that remembers things for you.

This guide walks you through building one in a week. Each day is one idea, one small action in Toodledo, and about 15 minutes. If a day takes five minutes, that counts. If you skip a day, pick up where you left off. Nothing is ruined.

The seven days

Day	Idea	What you will set up in Toodledo
1	Capture everything in one place	One inbox for every task and thought
2	Sort lightly	A few folders, a few contexts, one priority scale, statuses
3	Choose 3 must-do items	Your Hotlist and start dates
4	Make tasks startable	First-step rewrites, time estimates, subtasks, the timer
5	Let reminders remember	Alarms, lead times, repeating tasks
6	Start one tiny habit	One or two items in the Habits tool
7	Reset weekly	A 15-minute review and a saved search

Three ground rules. Keep it small. Keep it forgiving. Change anything that does not fit you. These are widely used organization techniques, not a prescription, so borrow what helps and drop the rest.

A quick note. This guide is organizational advice, not medical advice. It does not diagnose or treat anything. If you have questions about attention, focus or your health, a clinician is the right person to ask.

Some features need a paid plan. Each day is tagged, and page 9 has the full list. You can do most of the week on the Free plan.

DAY 1

15 minutes

Capture: *one inbox for everything.*

Memory is a poor place to store tasks. Today you give every "I should remember that" a single home outside your head.

How in Toodledo

- **Add a task.** Type it in the add-task box on the web or in the mobile app. A few words is enough. Do not fill in any other field yet.
- **Leave it unsorted.** New tasks with no folder are your inbox. Sorting is Day 2's job.
- **Bookmarklet.** Save pages and emails you come across with the Toodledo bookmarklet (all plans).
- **Email in.** On Plus you can add tasks by emailing them to yourself.
- **Prefer a messy list?** An outline lets ideas land before they are organized.

> **The only rule today:** write it down, don't judge it. A task like "deal with the thing" is fine. You will shrink it on Day 4.

Brain-dump prompts

Set a 10-minute timer. Type or write whatever comes up.

- Things I keep telling myself I'll do
- Bills, forms and appointments
- People I owe a reply or a call
- Things at home that are bugging me
- Work items sitting in my head
- Things I'm avoiding (just name them)
- Stuff I want to buy, fix or look up
- Someday ideas and wishes

Printable brain-dump page

Done for today: type or photograph-then-type everything above into Toodledo. Then stop. You did Day 1.

DAY 2

15 minutes

Sort lightly: *few buckets, clear labels.*

Too many categories become another chore. Use as few as you can get away with.

Keep it small

Field	Try this
Folders	3 to 5: Home, Work, Money, Health & self, Someday. (The Free plan allows up to 10 folders.)
Contexts	Where or how you can do it: @Phone, @Computer, @Errands, @Home
Priority	Use one scale only: Top, High, Medium, Low. Ignore the rest.

Assign a folder to each captured task. If you are unsure, pick the closest and move on. You can change it any time.

Statuses tell you what is going on

Status	Use it when
Next Action	It is ready to do now
Waiting	You need someone else first
Someday	Not now, but don't lose it
Hold	Paused on purpose

Toodledo also has Active, Planning, Delegated, Postponed, Canceled and Reference. You do not need them this week.

Permission to be rough. Spend about ten minutes. Anything you cannot place in 10 seconds goes to Someday. Do not rebuild your whole life into folders.

Today's three moves

- [ ] Create 3 to 5 folders and 2 to 4 contexts
- [ ] Give every task a folder (no other field needed)
- [ ] Mark only the tasks you could do right now as **Next Action**

If this feels like too much: do folders only. Contexts and statuses can wait until tomorrow or next week.

DAY 3

15 minutes

Today's list: *choose three.*

A list of 40 things is a wall. A list of three is a doorway. Each morning (or the night before), pick just three "must do" items.

The 3-must-do rule

- **Must do #1:** the one thing that matters most today
- **Must do #2:** something with a real deadline or a person waiting
- **Must do #3:** something small and satisfying

Anything else you get done is a bonus. If you finish the three, you had a good day.

Make the three easy to see

- **Star them** in Toodledo so they stand out.
- **Use the Hotlist** as your "today" view. It is a short working list inside Toodledo, so it is a natural place to look first. On Standard you can customize it.
- **Set due dates** only on things that truly have a date.

Hide what is not for now

Give future tasks a **start date**, the day you want to see them. Then turn on the option to hide future tasks. Tasks with a later start date disappear until their day, so your list stays short.

> **Try it:** take five things that are not for this week, give each a start date next week or later, and watch your list shrink.

Printable daily card

Date: _____ Energy today (low / OK / good): _____

1. _____
2. _____
3. _____

First small step for #1: _____

DAY 4

15 minutes

Make tasks *startable.*

Big, vague tasks are hard to begin. Rewrite them so the first step is a small physical action you could do in a couple of minutes.

Task rewrite: before and after

Before (hard to start)	After (first physical action)
Taxes	Find the folder for tax papers and put it on the desk
Clean the kitchen	Put 5 dishes in the dishwasher
Email Sam	Open a new email to Sam and type the subject line
Plan the trip	Open a note and list 3 dates that could work
Fix the website	Open the site and write down the one thing that is broken

Toodledo tools for this

- **Task title.** Start with a verb: open, call, write, find, put.
- **Length.** Add a time estimate. Small numbers make starting feel safer.
- **Subtasks.** Standard Break a bigger task into steps, one level under the parent.
- **Notes.** Store links or details so you don't have to remember.

Time-box with the timer

Use the task timer to work for a short, fixed stretch, for example 10 or 15 minutes. When it ends you are allowed to stop, or to keep going if you feel like it.

Starting is the goal. Finishing is a bonus.

Do this today. Rewrite your three must-do tasks from Day 3, add a length, and start the timer on the first one.

DAY 5

15 minutes

Let reminders *do the remembering.*

If something matters, don't rely on remembering it. Use a reminder you will actually notice, in the place you actually look.

Where reminders can go

On the Alarms page, choose how Toodledo reaches you:

- Email
- Push notification on iOS or Android
- Text message (SMS) through your phone's SMS address
- Browser alarm while you are in Toodledo
- **Location reminders** on the mobile apps, such as when you arrive somewhere

Simple alarms are on the Free plan. If you don't set a time on a task, the reminder uses noon.

Make them hard to ignore

- **Pick the channel you check most.** If you never read email, don't use email.
- **Custom lead times.** Standard Choose how early to be warned, from 1 minute to 30 days. Try one hour before, and a day before for big things.
- **Daily Hotlist email.** A morning summary of what is on your plate.
- **Tie it to a place.** "Buy stamps" pinged at the post office beats "buy stamps" on a list.

Repeating tasks for routines

Anything you do on a rhythm can be a repeating task, so you set it once and stop remembering it.

Routine	Repeat setting
Take out the bins every Tuesday	Weekly, from due date
Pay rent, monthly	Monthly, from due date
Water the plants about every 5 days	Every 5 days, from completion

Tip: "From due date" keeps a fixed schedule. "From completion" counts from when you actually did it, which is kinder when you run late.

Do this today. Set a reminder on your three must-dos, and create one repeating task for a weekly chore.

DAYS 6 AND 7

15 minutes each

One tiny habit, *then a weekly reset.*

Day 6: the Habits tool

Toodledo has a Habits tool for things you want to do regularly. Start with **one or two**, and make them small enough to feel almost silly.

- Drink a glass of water after waking
- Open Toodledo and pick your three
- Two-minute tidy before bed

Limits by plan: Free 5 habits, Standard 20, Plus up to 100. You will not need more than two this week.

Tie a habit to something you already do, like coffee or brushing teeth.

Day 7: the weekly reset

Once a week, take 15 minutes to tidy up the system so next week starts light. Pick a regular time, for example Sunday evening or Friday afternoon.

Toodledo helps with a Standard **saved search**, for example "everything with Next Action status due this week," so the review is one click away.

Printable weekly reset checklist

- [ ] Look back: what got done? Celebrate it
- [ ] Empty your head: add any new loose thoughts
- [ ] Process the inbox: give each task a folder
- [ ] Check Waiting items: does anyone need a nudge?
- [ ] Scan Someday: anything ready to wake up?
- [ ] Delete or cancel what no longer matters
- [ ] Add start dates to things for later
- [ ] Look at next week's calendar and due dates
- [ ] Rewrite any stuck task into a first step
- [ ] Choose your three must-dos for Monday

Keep it short. If the review runs past 15 minutes, stop and finish next time. A short review you do beats a perfect one you skip.

Notes for next week:

WHEN IT GOES SIDEWAYS

Missed days are normal. *Restart small.*

Life interrupts. You will skip a day, ignore a reminder, or let the list grow.
That is part of using any system, not a sign you failed.

The 5-minute restart

1. Open Toodledo. Don't read the old list yet.
2. Add anything swirling in your head (2 minutes).
3. Choose three must-dos for today (1 minute).
4. Rewrite the first one into a tiny first step (1 minute).
5. Start a 10-minute timer on it (1 minute).

If the list got out of hand

- Change old tasks to **Someday** in a batch and clear your view.
- Cancel anything that no longer matters.
- Move the rest forward with new start dates.

Nothing is lost. You can always bring it back.

No shame, no catching up. You do not owe the system the days you missed. Just do today's three.

Printable "nudge" card

My restart line: “It's fine. I'll do the next small thing.”

The smallest next step I can take right now: _____

What you need, by plan

Piece of the system	Free	Standard $3.99/mo*	Plus $5.99/mo*
Tasks, folders (up to 10), statuses, priority, start dates, repeating tasks, timer, notes	Yes	Yes	Yes
Bookmarklet, simple alarms, advanced search	Yes	Yes	Yes
Habits	5	20	Up to 100
Subtasks, custom alarms and lead times, customizable Hotlist, saved searches	–	Yes	Yes
Add tasks by email, file attachments	–	–	Yes

*Per month, billed annually. Monthly billing is $4.99 (Standard) and $7.99 (Plus). See toodledo.com/pricing.php for current details.

YOUR NEXT STEP

You do not need a perfect system. *You need a place to start.*

Open a free account, do Day 1 today, and add your first ten tasks. That is the whole job for now.

Start your 7 days

The Free plan covers the core of this guide: capturing, folders, statuses, the Hotlist, start dates, the timer, simple reminders, repeating tasks and your first habits.

Sign up at toodledo.com/signup.php

Keep going

More ideas, setups and templates for flexible organizing live at **info.toodledo.com/adhd**.

Quick recap

- Capture it in one place
- Pick three for today
- Shrink tasks to a first step
- Let reminders remember
- Reset once a week

Please note. This guide offers general organization and productivity ideas. It is not medical advice and is not a substitute for care from a qualified clinician, who is the right person for any medical question. Features and plan limits may change; check toodledo.com for current details.