



ADHD Workspace Kit

For Office and Hybrid Workers

Task Triage Wall or Desk Chart

Divide your tasks into categories:

- Urgent & Important
- Quick Wins
- Deep Work (needs focus)
- Low Energy Tasks

This helps you see what's on your plate and match it to your brain's current energy level.

Daily Reset Prompt Card

Place this where you can see it at the start or end of your day:

- What's one thing I must do today?
- What's one thing I can let go of?
- What's one win from yesterday?

Use it to reset your mindset and reduce overwhelm.

Brain Dump Pad or Board

Keep a notebook or whiteboard where you can dump thoughts, reminders, distractions, and random ideas as they pop up. Review and sort once a day.

Focus Anchor Cue

Write a cue card or sticky note:

- What am I working on right now?
- Why does it matter?

Keep it visible to bring your attention back when you drift.

Time Management Tools That Work With You

Use:

- Visual timers (like Time Timer or hourglass)
- 25/5 rule (25 mins focus, 5 mins reset)
- Calendars that include buffer time and 'thinking slots'

Don't aim for perfect time use—aim for pacing that prevents burnout.

Sensory Environment Kit

Prep:

- Noise-cancelling headphones or playlists
- Fidget tools that feel grounding
- Lighting or seat comfort tweaks

Your setup should support—not fight—your sensory needs.

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