

Comprehensive To-Do List

People with ADHD have difficulties with executive functioning, which includes things like time management, organization, self-motivation, impulse control, and emotional regulation. As a result of these difficulties, individuals with ADHD often struggle with breaking down larger plans or goals into smaller steps that would allow you to follow through with your plans throughout the day. Use of to-do lists assists you with managing this difficulty by providing a framework to help you identify and prioritize the activities of your life. There are two different types of to-do lists: (1) comprehensive to-do lists and (2) daily to-do lists. This simple worksheet is designed to help you develop a comprehensive to-do list you can later use as the basis for your daily to-do list.

A comprehensive to-do list is a list of all of the tasks, activities, and responsibilities you must complete for the next 1 to 6 weeks, or whatever timeframe works best for you¹. This type of list is beneficial because it allows you to do two things. First, a comprehensive to-do list gives you a process to help you think through everything you have to do over the next few weeks. Second, a comprehensive to-do allows you to create a record of these tasks so that you do not have to remember and revise the list in your head. To complete a comprehensive to-do list, follow the steps below:

1. Choose a notebook, planner, or a computer to write your comprehensive to-do list. Choose something that you will have easy access to, as it will be important to check your comprehensive to-do list from time to time.
2. Find a place free from distractions.
3. Choose the timeframe your comprehensive to-do list will cover. You can choose anywhere from 1 to 6 weeks, or whatever timeframe works best for you.
4. Write down all of the obligations, tasks, and activities you would like to complete within the timeframe you have selected. Things you may want to consider include tasks or activities you want to complete:
 - At home
 - At work
 - At school
 - For your physical health
 - For your mental and emotional health
 - For your spiritual health
 - For fun

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