

Daily Organization Checklist for Neurodivergent Adults

A simple way to organize your day without trying to do everything at once

When your brain feels overwhelmed, even simple tasks can feel difficult to start. This checklist is designed to help you identify what matters most, create a manageable plan, and move through your day one step at a time.



START YOUR DAY

1. Check in with yourself

☐ How am I feeling today?

☐ What is my energy level?

Low / Medium / High

☐ Is there anything I need to take into account today?

2. Identify today's priorities

Write down **no more than three important things**.

Priority #1: _____

Priority #2: _____

Priority #3: _____

Tip: Everything does not have to be a priority. If everything is urgent, nothing is prioritized.

3. Check your schedule

☐ Appointments

☐ Work commitments

☐ Family or social commitments

- ☐ Important deadlines
 - ☐ Travel or transportation needs
 - ☐ Other: _____
-

BREAK BIG TASKS INTO SMALL STEPS

If something feels overwhelming, don't write:

- ☐ **Clean the house**

Instead, break it down:

- ☐ Pick up items from the living room
- ☐ Put dirty clothes in the hamper
- ☐ Clear the kitchen counter
- ☐ Take out the trash

My overwhelming task: _____

First small step: _____

Second small step: _____

Third small step: _____

Remember: The goal is to create a starting point—not to finish everything immediately.

CREATE A REALISTIC PLAN

Estimate how long your most important tasks will take.

Task	Estimated Time	Best Time to Do It
_____	_____	_____
_____	_____	_____
_____	_____	_____

- ☐ I have included breaks.
 - ☐ I have allowed extra time for tasks that may take longer than expected.
 - ☐ I am not trying to fill every minute of the day.
-



DURING THE DAY

When I get distracted:

- ☐ Stop and notice what happened.
- ☐ Write down the distracting thought or task.
- ☐ Return to my current task.

When I feel overwhelmed:

- ☐ Stop.
- ☐ Take a few slow breaths.
- ☐ Identify the **one thing** I need to do next.
- ☐ Ignore everything else temporarily.

When I don't feel like starting:

Try the **5-Minute Start**:

"I only have to do this for five minutes."

- ☐ Set a five-minute timer.
 - ☐ Start the task.
 - ☐ When the timer ends, decide whether to continue or take a break.
-



END-OF-DAY RESET

Before ending your day:

- ☐ What did I accomplish today?

☐ What still needs to be done?

☐ What can wait until tomorrow?

☐ What is the **one most important thing** I want to remember tomorrow?

REMEMBER

You don't have to accomplish everything.

A successful day isn't necessarily a day when you finished your entire to-do list.

It's a day when you identified what mattered, took meaningful steps, and gave yourself permission to adjust when things didn't go according to plan.

Progress is more important than perfection.

FREE RESOURCE

This checklist is provided by **Steve Rubin Coaching** to help neurodivergent adults develop practical systems for greater organization, confidence, and independence.

For more free resources and information about coaching:

steverubincoaching.com