



ADHDaptive Ltd
Neurodiversity Illuminated



ADHD Task Buckets

A simple tool to help reduce overload and keep tasks organised.

Do First

Urgent, time-sensitive, or small-but-important tasks that need your attention today or very soon.

This is your active list.
Review it at the start of each day.

Do Next

Tasks that are still important but not urgent right now.

Often blocked by something else (waiting on info, someone else's reply, or more time).

Review regularly to decide if any should move into 'Do First'.

Done

This bucket is for anything that's been fully completed. No action needed.

Just a record so your brain knows it's safe to forget.



Do First

Book in key appointments
Request repeat prescriptions
Return important call
Follow up with manager



Do Next

Awaiting appointment details
Follow-up tasks after a reply
Planning next steps
Admin backlog



Done

✓ Form submitted
✓ Email sent
✓ Task confirmed and closed

Guidelines

- Everything should always live in one of these three buckets.
- Only move a task when its status genuinely changes.
- Keep the system visible—paper, whiteboard, or digital planner.
- Don't overcomplicate it.
- "Can I do this now?"
- If yes → Do First.