ADHD's Second Brain

"The Eisenhower Matrix "

Therapy By You

Use this guide to sort your tasks by Importance (value toward long-term goals) and Urgency (immediate deadlines). To avoid overwhelm, keep fewer than 10 items per box and use colors to help your brain "see" your priorities without having to read a wall of text.

	Urgent	Not Urgent
Important	**Do** **Urgent deadlines that you MUST finish immediately.** • Fixing a flat tire so you can get to work. • Finishing a report due in one hour. • Attending a doctor's visit for an injury.	**Plan** **Long-term goals that you should schedule for later.** • Setting up your "Second Brain" station. • Meal prepping to keep your energy stable • Researching a new career skill.
Not Important	**Delegate** **Busy work you should pass to someone else.** • Asking a roommate to pick up groceries. • Using an app to automate a bill payment • Having a peer cover a low-stakes meeting.	**Drop** **Time-wasting distractions that you should stop.** • Mindless social media scrolling. • Reorganizing a drawer to avoid a hard task. • Binge-watching a show you've already seen.

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