

ADHD Inbox Start Worksheet

Open one overwhelming inbox and take a single action without falling into a full inbox-cleaning project.

What's the inbox problem right now?

Choose one small sort or reply action. Do not make this an inbox-zero project.

- | | |
|--|--|
| ☐ I cannot open the inbox because there is too much waiting. | ☐ Important messages are buried in noise. |
| ☐ I have too many replies to write. | ☐ I start organizing email and lose the whole day. |
-

Write only enough to begin

My two-minute action is:

The first round is done when:

If I stop, the next visible move is:
