

ADHD Meeting Closeout Worksheet

Capture one decision, owner, next action, and follow-up before the meeting context disappears.

What's the meeting problem right now?

Choose the point of failure before the next tab, call, or interruption wipes out the details.

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| ☐ We talked, but I cannot tell what I am supposed to do next. | ☐ No one clearly owns the next step. |
| ☐ The next meeting is starting and I will lose this context. | ☐ I can see a blocker but have not named it. |
| ☐ Follow-up messages and dates keep disappearing. | |
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Write only enough to begin

My two-minute action is:

The first round is done when:

If I stop, the next visible move is:
