

ADHD Paper Clutter Worksheet

Sort one paper pile by next action, not by perfect organisation, and create a visible place to return to.

What's the paper-clutter problem right now?

Start with one item or a very small stack. Sort by the next action: act, ask, file, or discard.

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|---|---|
| ☐ The pile is too big to know where to start. | ☐ I am worried something important is hidden in it. |
| ☐ I cannot tell what to keep or where it belongs. | ☐ I clear papers once, then they build up again. |
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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:
