✅ Guide for Check-Ins: Use Clear, Specific Action Language

💡 Before You Write Your Check-In: Connect with Your *Why*

Take a moment to pause and reflect:
• Why do I want to take this action?
• What will feel better, lighter, or more manageable when I follow through?
• How will this move me forward today?

You don’t need to include your *why* in your check-in, but connecting to your personal reason can help your ADHD brain get motivated and stay on track.

📝 How to Write Your Check-In

When you're ready to begin a focused work block, type your check-in using this format:

➡️ I will + a clear, specific physical action

Examples:
✅ I will open my laptop and log into Zoom.
✅ I will move the laundry from the washer to the dryer.
✅ I will pick up the three papers from the floor.
✅ I will type two sentences for my blog post.
✅ I will set a 25-minute timer and place five receipts into the folder.

✅ After You Take Action

After your session or focused block of time, check in again with what you actually did using:

➡️ I + a clear, specific physical action you completed

Examples:
✅ I wrote two sentences for my blog post.
✅ I placed the receipts in the folder.
✅ I clicked “send” on the email.
✅ I folded three shirts and placed them in the drawer.
✅ I wiped the kitchen counter with a wet paper towel.

⚠️ Avoid Vague Verbs — Be Specific!

Avoid words that are too general. ADHD brains often get stuck when the action isn’t crystal clear.

❌ Vague Verbs to Avoid:
• Organize
• Declutter
• Do
• Make
• Work on
• Complete

👇 Swap them out for clear, physical actions:

✅ I will place the unopened mail into the basket.
✅ I will throw away the empty envelope.
✅ I will cut out the coupon from the flyer.
✅ I will plug in my phone charger.
✅ I will write the report for my supervisor.

🧠 Quick Tips for ADHD Brains

Success comes from taking specific actions. The more precise you are, the more progress you’ll make!

Even tiny steps count:

✅ I wrote one sentence = success
✅ I opened the document = success
✅ I clicked "reply" = success
✅ I placed one item in the bin = success

✨ ADHD-friendly momentum boosters:

• Keep your “I will” statement short and physical.
• Don’t overthink it — just focus on the next small step.
• Use a timer to give yourself a clear start and finish.
• Stack the habit: pair it with music, movement, or a mini reward.
• Review your check-ins to celebrate progress — even if it feels small.