



Planning & Organising

(or: how to survive the week without crying into a laundry basket)

This sheet offers a handful of brief suggestions. You don't have to do all of them. Or any of them. They're here for when you're ready. If you live with OCD or anxiety, some of these ideas might not feel helpful - and that's okay. Take what feels good. Leave what doesn't. No pressure. No rules.

For many of us, planning and organising don't come naturally. We know what needs doing. We just... don't always do it. Starting is hard. Sticking with it is harder. Keeping a system going? That's a whole other story.

This isn't laziness. It's a brain that runs on urgency and interest - not structure and slow-building rewards.

Still, we can make things easier. Not perfect. Not colour-coded and laminated. Just easier.

"Planning doesn't mean having a perfect schedule or a spotless house. It just means giving yourself a gentle structure, so the important stuff doesn't fall through the cracks."



First: Be kind to yourself

Some days will go smoothly. Some days will not. That's not a failure. That's just what it means to live with a variable brain in a variable world. You don't need to become someone else to get more organised. You just need to find ways that help you do life with less friction, less overwhelm, and a bit more ease.

Start where you are

Forget the life overhaul. Choose one area that feels like it's dragging you down - not for anyone else, but for your own peace. Then build a loose plan around it, like this:

- **What I'd like to feel more on top of:**

(e.g. appointments, paperwork, laundry mountains)

- **Two things I struggle with most:**

(e.g. forgetting deadlines, clutter building up)

- **My tools or supports:**

(e.g. a timer, a friend to body double with, a whiteboard)

- **People I can ask for help or accountability:**

(friends, family, support groups, online ADHD circles)

- **What I'll do to reward or recognise myself:**

(a nap, a chocolate, a sticker, texting someone "I did it!")



Planning that works with your brain

- **Break it down.** Big plans can feel like cliffs. Small steps feel like footholds. Instead of “organise the house,” try “sort the sock drawer while listening to Lizzo.”
- **Make it visible.** If you can’t see it, your brain may pretend it doesn’t exist. Post-its, lists, open baskets, visual routines - anything that keeps things in your line of sight.
- **Make it fun or fast.** Music, silly timers, rewards, dance breaks, novelty. Motivation is more likely to show up after you’ve started, not before.
- **Lower the entry bar.** Set things up so starting is easy. Clothes laid out the night before. Keys in the same dish. The bin bag next to the bin.

“Start small, and then go even smaller until you can actually start.”

Room-by-room kindness

Decluttering

- One space at a time
- Choose what’s bothering you most or start with “quick wins”
- Use a playlist or timer to create a beginning and an end
- Ask for help or company - it’s less grim with a pal
- Celebrate what you did, not what’s left

Cleaning

- Choose a day or energy window that already exists
- Limit yourself to one room or task
- Set a time cap (you can get so much done in 10 minutes!)
- Keep a “visitor zone” tidy-ish if that helps you feel less exposed



Possessions

- If you're unsure about letting something go, try a "maybe box" with a date/
- Let a friend you trust help - they can be kinder and more decisive than your inner critic.

Food

- Batch cooking works for some - not all
- Plan a few go-to meals or just decide *one* thing in advance each day
- Prepped snacks can save the day

Clothes

- Repeat outfits = clever, not lazy
- Easy-care items reduce ironing stress
- Have one or two "go-to" outfits for low-energy days

Paperwork

- Triage: urgent, important, ignore
- Opening one envelope counts. Seriously.

Everyday chaos

- Create a "launch pad" near the door for keys, wallet, bag, etc.
- Routines are better than memory. Repeat, don't rethink.

Final thoughts

You don't need to master a system. You don't need to be "on top of everything." You are not failing because your life doesn't look like a planner app. You just need to find your way - something that makes your days softer, calmer, and easier to navigate.

And when the system slips (because it probably will after time), you get to try again. No shame. No punishment. Just a little compassion and a reset.

This is about gentle persistence, not perfection.