

4-Week Implementation Checklist: Master Your ADHD Systems

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1 4-Week Implementation Checklist: Master Your ADHD Systems

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1.1 How to Use This Checklist

This checklist is your week-by-week breakdown of setting up the 5 Pillars. Check off items as you complete them. Don't rush. One week per pillar is enough time to build confidence without overwhelming your system.

Pro Tip: Pin this page. You will want to come back to it.

1.2 Week 1: Capture Pillar (Todoist + Sanebox)

Goal: Build your task capture infrastructure. You should feel the *relief* of dumping your brain by end of week.

1.2.1 Todoist Setup

- ☐ Create Todoist account (sign up with Google to avoid password hell)
- ☐ Enable browser extension for quick capture
- ☐ Create 3 projects: **Inbox**, **Work**, **Personal**
- ☐ Set default project to "Inbox"
- ☐ Test voice capture: speak one task naturally
- ☐ Enable notifications for daily reminders
- ☐ Set up 2 custom filters:
 - ☐ Filter 1: Quick Wins (@15min & !overdue)
 - ☐ Filter 2: Low Energy (@low_energy & !overdue)
- ☐ Add first 10 tasks from your brain dump
- ☐ Review Karma score (this is your dopamine hit)

- ☐ **Celebrate:** You now have a working capture system

1.2.2 Sanebox Setup

- ☐ Sign up for Sanebox 14-day free trial
 - ☐ Connect your email (Gmail recommended)
 - ☐ Allow Sanebox to analyse your inbox (takes 24 hours)
 - ☐ Create 3 custom folders:
 - ☐ SaneNews (newsletters, promotions)
 - ☐ SaneBlackHole (never see again)
 - ☐ SaneDefer (for later review)
 - ☐ Move 20 existing emails to appropriate folders for training
 - ☐ Link Sanebox to Todoist for email-to-task conversion
 - ☐ Set email check times: 10am and 4pm only
 - ☐ **Celebrate:** Your inbox just became manageable
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1.3 Week 2: Clarity Pillar (Email Management Refinement)

Goal: Establish zero-friction email routines. Your inbox should feel *calm* by end of week.

1.3.1 Email Workflow Mastery

- ☐ Review Sanebox folders daily and train the AI
- ☐ Set up email templates for frequent replies:
 - ☐ “I’ll get back to you Friday”
 - ☐ “This needs a call—let’s schedule”
 - ☐ “FYI, I only check email at 10am and 4pm”
- ☐ Create an “Important People” list in Sanebox (family, boss, key clients)
- ☐ Disable all non-critical email notifications
- ☐ Set up email signature with your working hours
- ☐ Archive all emails from 2 weeks ago (fresh slate)
- ☐ Test Todoist email integration: forward yourself a test email
- ☐ **Celebrate:** Email is no longer a source of anxiety

1.3.2 Task Anxiety Prevention

- ☐ Review your Todoist projects for overwhelm
 - ☐ Delete anything that hasn’t moved in 3 weeks (it’s not real)
 - ☐ Rename at least one project to match your actual life
 - ☐ Set recurring “Weekly Review” task for Sunday 5pm
 - ☐ **Celebrate:** Your task list feels right-sized
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1.4 Week 3: Security Pillar (Proton Ecosystem)

Goal: Lock down your digital identity. You should feel *protected* by end of week.

1.4.1 Proton Account Setup

- ☐ Sign up for Proton (use strong password or passphrase)
- ☐ Enable two-factor authentication (2FA) immediately
- ☐ Download and save recovery codes in safe place
- ☐ Enable Proton VPN on your primary device
- ☐ Test VPN: check your IP address before/after (use ipleak.net)
- ☐ Set VPN to auto-connect on WiFi
- ☐ **Celebrate:** Your connection is private

1.4.2 Password Manager Migration

- ☐ Sign up for Proton Pass (included in Proton account)
- ☐ Generate a master password (write it down, memorise it)
- ☐ Migrate top 5 passwords:
 - ☐ Email login
 - ☐ Banking
 - ☐ Hosting/Domain
 - ☐ Todoist
 - ☐ Sanebox
- ☐ Delete those passwords from Chrome/Safari password manager
- ☐ Test Proton Pass login on a different device
- ☐ Enable passkey for Proton Pass itself
- ☐ **Celebrate:** You no longer remember passwords

1.4.3 Email Privacy Layer

- ☐ Create 3 Hide-my-email aliases in Proton Pass:
 - ☐ One for newsletters
 - ☐ One for shopping
 - ☐ One for signups
 - ☐ Use an alias the next time you sign up for anything
 - ☐ Review old email accounts: consider forwarding to Proton
 - ☐ **Celebrate:** Your real email is now hidden
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1.5 Week 4: Feedback Pillar (Analyze.ai) + Recovery System

Goal: See your impact. Build sustainable rest habits. You should feel *motivated* and *protected* by end of week.

1.5.1 Analyze.ai Setup

- ☐ Sign up for Analyze.ai (free trial or starter plan)
- ☐ Connect your website/blog to Analyze
- ☐ Link your Google Analytics (GA4) account
- ☐ Add 5-10 key topics/keywords to track
- ☐ Run initial AI search analysis (takes 24 hours)
- ☐ Check “Share of Voice” dashboard
- ☐ Identify 1 competitor to benchmark against
- ☐ Set up daily Perplexity tracking for your brand name
- ☐ Review first traffic attribution from AI search
- ☐ **Celebrate:** You can now SEE your work reaching people

1.5.2 Recovery System Build

- ☐ Schedule “Sunday Reset” in Todoist (5pm every Sunday)
- ☐ Create a checklist for Sunday Reset:
 - ☐ Clear desktop
 - ☐ Archive all Todoist completed tasks
 - ☐ Review email folders and tidy
 - ☐ Check Analyze dashboard (wins only, no spiralling)
 - ☐ Delete any filters that annoyed you this week
 - ☐ Write one thing you did well
- ☐ Set a daily “Shutdown” reminder (5pm weekdays)
- ☐ Create a “Rest Mode” filter in Todoist (tasks under 5 mins, low stakes)
- ☐ Allow yourself to skip 1 item this week guilt-free
- ☐ **Celebrate:** You have built a system that protects rest

1.5.3 Integration Test

- ☐ Capture a task via Todoist voice
 - ☐ Convert an email to a task via Sanebox
 - ☐ Check Analyze dashboard for AI traffic
 - ☐ Complete 3 tasks and watch Karma score rise
 - ☐ Run your first Sunday Reset
 - ☐ **FINAL CELEBRATION:** Your ADHD System is live
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1.6 Month 2: Optimisation & Refinement

Now that the system is built, here's how to refine it:

1.6.1 Todoist Tweaks

- ☐ Adjust your filter views based on what you actually use
- ☐ Add custom labels that match your real categories
- ☐ Experiment with recurring task frequency (weekly, fortnightly, monthly)
- ☐ Review completed tasks: what types do you actually finish?

1.6.2 Sanebox Evolution

- ☐ Review training effectiveness: is important mail getting through?
- ☐ Create new folders based on patterns you've noticed
- ☐ Consider upgrading if the AI training has become smooth

1.6.3 Proton Maintenance

- ☐ Review passwords: delete any you no longer use
- ☐ Check for breached passwords in Proton Pass
- ☐ Create aliases for any new recurring signups
- ☐ Ensure VPN is still enabled on all devices

1.6.4 Analyze.ai Deep Dive

- ☐ Review citation sources: which domains are citing you?
- ☐ Add 5 more tracked keywords
- ☐ Check competitor performance: where are they winning?
- ☐ Identify content gaps: prompts where you're missing

1.6.5 Recovery System Review

- ☐ Did Sunday Reset happen? If not, why not?
 - ☐ What time works best for your shutdown ritual?
 - ☐ Are you actually taking a rest day? If not, permission granted.
 - ☐ Update your Rest Mode tasks: what actually helps?
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1.7 Common Pitfalls (and How to Avoid Them)

Pitfall 1: Over-Categorising Todoist *You create 15 projects and abandon 12 of them.* **Solution:** Stick with 3 projects for 8 weeks. Add more only when you feel the need.

Pitfall 2: Checking Email at Random Times *You disable notifications but sneak-check anyway.* **Solution:** Set a timer for 10am and 4pm. Physical timer. Seriously.

Pitfall 3: Not Using Analyze.ai Because Numbers Are Scary *You sign up, get overwhelmed, abandon it.* **Solution:** Look at ONE metric: "AI referral traffic." Ignore everything else for week 1.

Pitfall 4: Guilt-Tripping Over Incomplete Tasks *You see the Todoist backlog and feel shame.* **Solution:** Delete old tasks. They are not real. Your actual priority is now.

Pitfall 5: Skipping Sunday Reset Because “You Don’t Have Time” *The system gets messy. You abandon everything.* **Solution:** Sunday Reset takes 15 minutes. Treat it like a dental appointment.

1.8 Your ADHD Systems Oath

I commit to: - Capturing my thoughts without judgment - Checking email at set times only - Trusting my tools to hold what I can’t - Seeing my impact through Analyze - Resting without guilt on Sundays

I do not commit to: - Perfection - Linear progress - Completing everything - Being “normal” - Shame when I slip up

Signed: _____

Date: _____

1.9 Next Steps After Week 4

1. **Month 2:** Fine-tune based on what worked
 2. **Month 3:** Introduce one advanced feature (e.g., Proton Calendar, Todoist dependencies)
 3. **Ongoing:** Share your wins. Help someone else build their ADHD system.
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1.10 Support & Resources

Todoist: <https://todoist.com/help>

Sanebox: <https://www.sanebox.com/>

Proton: <https://proton.me/support>

Analyze.ai: <https://tryanalyze.ai>

Built by Baizaar Lee for humans with ADHD brains.

Because neurodiversity is not a flaw—it’s just a different operating system.