

4-Week Implementation Checklist: Master Your ADHD Systems

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Contents

1 4-Week Implementation Checklist: Master Your ADHD Systems	1
1.1 How to Use This Checklist	1
1.2 Week 1: Capture Pillar (Todoist + Sanebox)	1
1.3 Week 2: Clarity Pillar (Email Management Refinement)	2
1.4 Week 3: Security Pillar (Proton Ecosystem)	2
1.5 Week 4: Feedback Pillar (Analyze.ai) + Recovery System	3
1.6 Month 2: Optimisation & Refinement	4
1.7 Common Pitfalls (and How to Avoid Them)	4
1.8 Your ADHD Systems Oath	5
1.9 Next Steps After Week 4	5
1.10 Support & Resources	5

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

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

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

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

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?

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.

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.