



### Overwhelmed? Let's fix that.

ADHD can make tasks feel impossible to start, organize, or finish. ChatGPT won't do the work for you, but it can give you structure, prompts, and clarity to keep you moving.

Whether you need help writing an email, breaking down tasks, or managing distractions, this guide will show you how to use ChatGPT as a tool—not a magic fix, but a useful assist.



## SAY IT RIGHT: WRITING & COMMUNICATION HELP

### MAKE YOURSELF SOUND PROFESSIONAL

Give ChatGPT details and let it create a draft. Edit for tone and clarity.

**Example Prompt:** "I need to write a professional email to my boss requesting a deadline extension for a project. I want it to sound respectful and provide a valid reason. Can you draft a polite email for me?"



### REWORDING FRUSTRATED MESSAGES

Ask ChatGPT to rewrite your email/message in a neutral or professional tone, especially when you're feeling emotional.

**Example Prompt:** "I'm really frustrated about an issue at work, but I need to write a professional message. Can you rewrite this to sound calm and constructive? [Insert message]"

"This email annoyed me. Help me write a calm, firm reply."

## UNCOMFORTABLE CONVERSATIONS

Let ChatGPT help you phrase difficult emails or texts.

**Example Prompt:** "I need to tell my friend I can't make it to their event without sounding rude. Can you help me write a kind but firm message?"



## JOB APPLICATIONS & INTERVIEW PREP

Summarize job descriptions, match your resume to job postings, and practice answering interview questions.

**Example Prompt:** "I'm applying for a marketing job. Can you help match my experience in social media management and content writing to the job description? Here's the job posting: [Insert job description]"



## DAILY ORGANIZATION & TASK MANAGEMENT

### BREAKING DOWN OVERWHELMING TASKS

Ask ChatGPT to create a step-by-step plan for projects or chores.

**Example Prompt:** "I need to clean my entire apartment, but I don't know where to start. Can you break it down into small steps and give me a simple checklist?"



### CREATING OUTLINES FOR PROJECTS

Use ChatGPT to help structure your ideas and get started.

**Example Prompt:** "I have a big research paper due, but I don't know where to start. Can you help me create an outline with main points and subtopics?"



### GETTING STARTED WHEN STUCK

Sometimes just starting is the hardest part. ChatGPT can help.

**Example Prompt:**

"I feel stuck. Give me one small thing to do right now."



### PACKING LISTS FOR TRAVEL

Never forget anything again—have ChatGPT generate a list based on your needs!

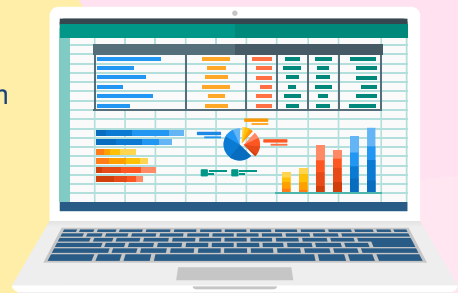
**Example Prompt:** "I'm going on a 5-day beach vacation with a toddler. Can you make a packing list for me?"



### EXCEL HELP

If Excel formulas confuse you, ask ChatGPT to write them out or troubleshoot errors.

**Example Prompt:** "Write an Excel formula that displays 'Yes' if cell G7 says 'Approved' and B2 is not empty."



### BUDGETING & FINANCIAL PLANNING

Get ChatGPT to calculate savings goals, break down expenses, or simplify financial planning.

**Example Prompt:** "I want to save \$5,000 by the end of the year. Can you calculate how much I need to set aside each month based on my current budget?"



### PRIORITIZING TASKS

ChatGPT can help you figure out what to tackle first.

**Example Prompt:**

"Help me prioritize: laundry, essay, and groceries."



# MIND OVER MATTER: EMOTIONAL REGULATION & FOCUS



## PROCESSING OVERTHINKING & REJECTION SENSITIVITY

Talk to ChatGPT when overthinking. It can offer support, alternative perspectives, and help reframe situations.

**Example Prompt:** "I had a tough conversation with my friend, and now I'm overthinking everything. Can you help me process it and see it from another perspective?"

## IMPULSE CONTROL HELP

Feeling impulsive? Ask ChatGPT to talk you through the decision rationally.

**Example Prompt:** "I really want to buy something expensive on impulse. Can you help me think through whether it's a good decision?"



## THERAPIST-STYLE CONVERSATIONS

ChatGPT can provide emotional validation and gentle guidance without judgment.

**Example Prompt:** "I'm feeling really overwhelmed and don't know where to start. Can you help me process my thoughts and give me a small step to move forward?"



## DISTRACTION MANAGEMENT & FOCUS HELP

If distractions are killing your productivity, ChatGPT can help with strategies.

**Example Prompt:** "I keep getting distracted while studying. What's my move?"



# LEVEL UP YOUR LIFE: PRODUCTIVITY & PERSONAL GROWTH



## WORKOUT PLANS

Ask ChatGPT to generate a workout routine tailored to your fitness level.

### Example Prompt:

"I'm a beginner looking for a 3-day-a-week workout plan that includes strength and cardio. Can you create one for me?"

## TIME MANAGEMENT & SCHEDULING

Get help planning your day with structured to-do lists.

**Example Prompt:** "I have work, errands, and social plans today. Can you create a schedule that balances productivity and rest?"



## TIME ESTIMATION & REALISM

ADHD brains often underestimate how long tasks take. ChatGPT can help you plan better.

### Example Prompt:

"How long should I set aside for a 500-word email?"

## BRAINSTORMING & CREATIVE THINKING

Need fresh ideas? ChatGPT can help with brainstorming sessions!

**Example Prompt:** "I need to come up with creative social media post ideas for a bakery. Can you generate 10 different post ideas?"





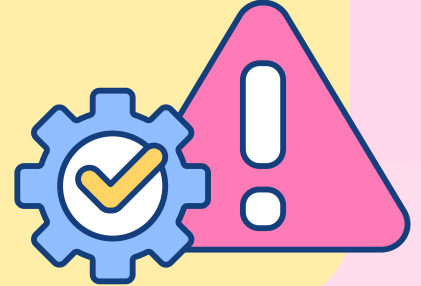
## REALITY CHECK:

# WHAT CHATGPT CAN AND CAN'T DO



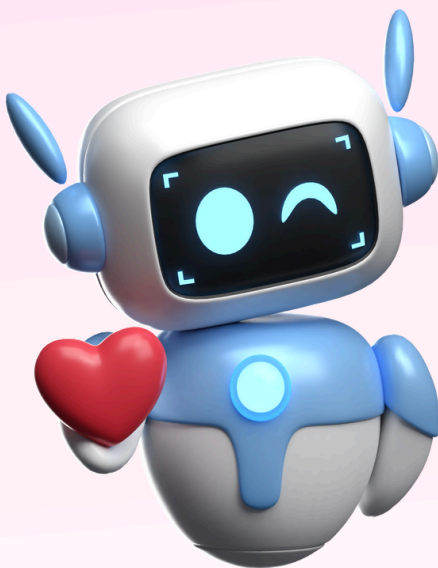
- ⚠️ It's not a therapist or a replacement for meds.
- ⚠️ It won't track your time or integrate with calendars.
- ⚠️ It won't magically make you productive. In other words:  
**YOU STILL HAVE TO PUT IN THE WORK!**

ChatGPT is a powerful tool, but you need to use it effectively and consistently to see real benefits.



## TIPS FOR GETTING THE BEST RESPONSES

- 💡 **Be Specific** – The more details you provide, the better the response.
- 💡 **Ask for Multiple Versions** – Compare different suggestions and combine what works.
- 💡 **Use Follow-Ups** – If the first answer isn't perfect, ask for tweaks!
- 💡 **Set Emotional Tone** – You can ask ChatGPT to be supportive, professional, or neutral.



## FINAL THOUGHTS

ChatGPT is an incredible tool to support ADHD brains.

Whether it's writing, planning, emotional support, or productivity, it can help bridge the gaps where executive function struggles. Experiment with different prompts and make it work for you!

Your brain is amazing already...  
✨ ChatGPT just helps it work smarter! ✨