

FREE GUIDE

5 Systems That Work for Any ADHD Brain

The frameworks I built managing ADHD at the federal GS-14 level — and how you can implement each one today.

- 01 The 3-Before-10 Rule** — Win the morning before it wins you
- 02 The One-Touch Rule** — Eliminate the hidden ADHD re-entry tax
- 03 The Default Schedule** — Decide once, execute forever
- 04 Friction Mapping** — Fix the break point, not the whole system
- 05 The Weekly Reset** — 15 minutes that save 5 hours

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HOW TO USE THIS GUIDE

This guide is not meant to be read. It is meant to be used.

Each system stands alone. Pick the one that solves your biggest problem right now and implement it today. Come back for the rest later.

WHAT IS INSIDE

- 01 The 3-Before-10 Rule** — Win the morning before it wins you
- 02 The One-Touch Rule** — Eliminate the hidden ADHD tax on re-entry
- 03 The Default Schedule** — Decide once, execute forever
- 04 Friction Mapping** — Find the break point and fix only that
- 05 The Weekly Reset** — 15 minutes that buy you 5 hours of clarity

A note on perfection: These systems were not designed for perfect execution. They were designed for imperfect brains in high-pressure environments. They will work even when your brain is not cooperating. That is the whole point.

SYSTEM 01

The 3-Before-10 Rule

Win the morning before it wins you.

THE PROBLEM IT SOLVES

ADHD mornings are chaotic. You open your phone, check email, scroll for 45 minutes, and suddenly it is 11am and nothing is done. Every day starts behind. This system kills that pattern.

THE RULE

Before 10am, complete 3 tasks. Not big tasks. Not perfect tasks. Just 3 things moved from open to done.

HOW TO IMPLEMENT TODAY

1. Tonight, write 3 tasks for tomorrow morning. Keep them small — 10 minutes or less each.
2. Put the list somewhere visible: phone lock screen, sticky note on your laptop, whiteboard.
3. Do not open email or social media until all 3 are done.
4. Check them off. Notice how your brain responds to completion.
5. Repeat tomorrow. The streak is not the point. The pattern is.

WHY IT WORKS: ADHD brains run on dopamine. Completion triggers dopamine. Three early wins prime your brain for the rest of the day. Momentum is the system — not willpower.

SYSTEM 02

The One-Touch Rule

Eliminate the hidden ADHD tax on re-entry.

THE PROBLEM IT SOLVES

Re-entry cost is the hidden ADHD tax. You pick something up, put it down, and have to restart mentally every single time. Email you read twice. Tasks you start three times. Bills you move around instead of paying. Every re-entry drains energy you do not have.

THE RULE

Every time you touch something — an email, a task, a piece of paper — you either do it, delete it, delegate it, or file it. You never put it back unresolved.

HOW TO IMPLEMENT TODAY

1. Open your email inbox right now. For every email: do it (under 2 min), delegate it, file it, or delete it. No exceptions.
2. Apply the same rule to physical mail, text messages, and voicemails starting today.
3. When you feel the urge to "come back to it later" — stop. Decide now.
4. Create only 3 email folders: Action Required, Reference, Archive. Delete everything else.

WHY IT WORKS: ADHD brains lose context quickly. Every time you re-open something you already processed, you waste mental energy reloading it. One-touch eliminates that waste entirely.

SYSTEM 03

The Default Schedule

Decide once. Execute forever.

THE PROBLEM IT SOLVES

Decision fatigue is brutal for ADHD brains. Every morning you wake up and have to decide what to do first — and that decision itself drains the energy you need to execute. The Default Schedule eliminates the decision entirely.

THE RULE

Decide once what your ideal week looks like on a good brain day, then follow that template automatically. Not rigidly — flexibly. The template exists so you are never starting from zero.

HOW TO IMPLEMENT TODAY

1. Block your week into categories, not tasks: Deep Work, Admin, Meetings, Recharge, Creative.
2. Assign each category a time block based on when your brain actually works best — not when you think it should.
3. Put it in your calendar as recurring blocks. Label them clearly. Protect them.
4. When life pulls you off the template, return to it. That is the entire skill — returning, not staying.

WHY IT WORKS: You are not deciding what to do. You are following a decision you already made on a good day. That is a completely different cognitive load — and one ADHD brains can handle.

SYSTEM 04

Friction Mapping

Find the break point. Fix only that.

THE PROBLEM IT SOLVES

Most productivity advice tells you to try harder or stay more consistent. That is the wrong diagnosis. When a system breaks, it is not a willpower failure — it is a friction point. One specific step where the system collapses every single time.

THE RULE

When a system breaks, do not start over. Walk through every step and find the exact point of collapse. Fix only that point. Nothing else.

HOW TO IMPLEMENT TODAY

1. Pick one habit or system that keeps failing for you.
2. Walk through it step by step and ask: where does this actually fall apart?
3. Is it the start? A specific trigger that derails you? A step that is unclear?
4. Fix only that one point. Test it for 7 days. Then evaluate.
5. If it breaks again, find the new break point. Run the process again.

WHY IT WORKS: Borrowed from federal quality assurance methodology. You do not rebuild the whole process when one step fails — you identify the failure point and repair that. Same principle, applied to your daily life.

SYSTEM 05

The Weekly Reset

15 minutes that buy you 5 hours of clarity.

THE PROBLEM IT SOLVES

ADHD brains accumulate open loops. Unfinished tasks, unanswered messages, half-made decisions — they pile up all week and create Sunday dread. The Weekly Reset closes those loops in 15 minutes so Monday does not feel like you are already behind.

THE RULE

Every Sunday evening — or Friday afternoon — spend 15 minutes answering 5 questions. That is the entire system.

THE 5 QUESTIONS

1. What did I actually finish this week?
2. What is still open and needs to move to next week?
3. What broke — and why did it break?
4. What are my 3 most important things next week?
5. What do I need to set up now so Monday starts clean?

WHY IT WORKS: Open loops drain cognitive bandwidth. Closing them — even by deciding they move to next week — frees mental space. Fifteen minutes of intentional review buys hours of focus the following week.

You have everything you need to start.

Pick one system. Implement it today.
Come back for the rest when you are ready.

Ready to go deeper?

The ADHD Quick-Start Kit gives you the full templates and worksheets to implement every system in this guide — Default Schedule Template, One-Touch Inbox Reset Checklist, 3-Before-10 Daily Tracker, and the Friction Mapping Worksheet.

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