Top 10 Tasks to Offload to an ADHD-Friendly VA

*Check off anything that feels like a "yes," circle anything urgent, and add your own at the bottom. This isn't a to-do list—it's a **let-go** list.*

I need reminders or help with recurring tasks like:

- Paying bills or submitting forms
- Booking appointments
- Following up on emails or texts
- Managing calendar chaos

I could use support during work time for:

- Virtual body doubling
- Keeping me on track during a project (check-ins)
- Prioritizing what to do next

I want help with organization like:

- Cleaning up my inbox
- Digital file/document organization
- Updating or setting up a task system

I'd love help with random life stuff like:

- Researching things I don't have time for
- Remembering birthdays, renewals, deadlines
- Canceling that free trial I forgot about

Other energy-draining tasks I wish I didn't have to do:

- _____
- _____

Now What?

Snap a photo and email it to us: info@adhdroadmap.coach

*notice the **.coach** ending!