BUILT TO RESTART · FREE EDITION

The Restart Kit

Your first day back after losing track, in 20 minutes.

Eight one-page tools for adults with ADHD who are coming back after a gap, and don't want to start over.

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You lost track. You don't have to start over.

Maybe it was a week, maybe a month. Now there is a backlog, people are waiting, and part of you wants to rebuild your whole system tonight. Don't.

This kit does one thing: it gets you through your first day back without starting over. You do not need to read all of it. You need the right page for the energy you have right now.

> **5 minutes?** Use page 2 only.
>
> **20 minutes?** Do pages 2, 3 and 4, in that order.
>
> **Everything else** can wait until tomorrow.
>
> This is the free edition. The **Extended edition** adds six restarts worked through step by step, so you can see each tool filled in.

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Three questions. On paper.

Facts only, no judgements about yourself. Writing it down gets it out of your head and in front of you, where you can act on it.

1. What gets more expensive if I ignore it for 24 more hours?

2. What is the smallest action that stops it from getting worse?

3. When do I stop today, even if more is left?

> Do the action from question 2. Then stop at the time from question 3. **That counts as a successful restart.**

Seven steps to know what matters today.

Set a timer for 20 minutes. Go through the steps once, in order.

1. **Write what is true.** Three to five facts. "Two people are waiting on replies." "The report is four days late."
2. **Find the nearest expensive consequence.** Which fact costs money, trust or health first?
3. **Choose up to three rescue actions.** Each one under 15 minutes. Not "catch up on email" but "reply to Ana about the report date".
4. **Name what can wait.** Write it down so your brain can let go of it. Waiting is a decision, not a failure.
5. **Set a stop rule.** A time or a number: "I stop at 4 pm" or "I stop after three actions."
6. **Do the first rescue action now.** Before you read anything else.
7. **Write a note for tomorrow.** One line: where you stopped and what comes next.

MY RESCUE ACTIONS (MAX 3)	DONE

Stop rule: _____ **Note for tomorrow:** _____

Sort the backlog. Don't clear it.

You cannot clear the backlog in one day, and trying is what breaks the next week. Put every item in one of four buckets.

BUCKET	WHAT GOES HERE	WHAT YOU DO
Today	Gets more expensive within 24 hours	Up to three items, from page 3
This week	Has a real deadline in the next 7 days	Put a day next to each one
Parked	Everything else	One list, no dates. Read it on Friday
Let go	Expired, or no longer matters	Archive it, don't delete it. No guilt

> **Rule:** if you are unsure, it goes in Parked. Parked is safe. Nothing there is lost.

THIS WEEK	PARKED

Silence costs more than a late answer.

Send a short, honest message with a new date. You do not owe anyone your medical history.

TO A MANAGER

I'm back and catching up. I've prioritised [task], and you'll have it by [day]. Everything else is on my list, and I'll update you on [day].

TO A COLLEAGUE

Sorry for the slow reply. I've seen your message about [topic], and I'll answer properly by [day].

TO A CLIENT

Thank you for your patience. Your [deliverable] is now my priority and will reach you on [date].

TO A FRIEND OR FAMILY MEMBER

I've been out of contact for a while, and it's not about you. I'd love to catch up properly on [day].

> **Rule:** give a date you can beat, not the earliest one possible. A promise you keep rebuilds more trust than a fast one you miss.

A minimum day counts as a full day.

On a low-energy day, the goal is not to perform. It is to protect what matters and reduce tomorrow's damage. Fill this in once, on a good day, and use it many times.

The one work thing that must not slip

The one home thing that must not slip

The one body thing (food, water, sleep, medication as prescribed)

The person I tell if I'm struggling

What I allow myself to skip on a minimum day

> A minimum day done is a full success. Keep this page somewhere you will see it on a bad morning.

Every routine needs a way back.

Most routines have one gear: all or nothing. Pick one routine that keeps breaking and give it three versions.

The routine: _____

GEAR	WHEN YOU USE IT	YOUR VERSION
Full Power	A normal day	
Low Power	Tired, stressed or behind. The smallest version that still protects the result	
Restart	The day after a gap. The first step back in, under 5 minutes	

> A system is only finished when it includes the way back.

One week back, one small step a day.

Tick each day when it's done. Done badly still counts.

Day 1	The 20-minute Restart (page 3). Send your waiting messages (page 5).	☐
Day 2	Today bucket only. Stop at your stop rule.	☐
Day 3	Give two items from This week a day in your calendar.	☐
Day 4	A minimum day is allowed (page 6). Nothing else is required.	☐
Day 5	Read the Parked list once. Let go of at least one item.	☐
Day 6	Choose one routine and give it three gears (page 7).	☐
Day 7	Write your Return Note (page 9).	☐

> **Missed a day?** Start from the day you are on. Missed days are data, not debt. Losing track again is expected; what matters is how you come back.

What I noticed this week

A note for the next time.

Write this while things are calm. Keep it where you'll find it after the next gap: the first page of your notebook, or a pinned note on your phone.

Dear future me,

if you are reading this, you lost track again. That is normal, and it was expected.

Start with page 2 of the Restart Kit. Don't rebuild anything today.

The first thing to check is _____

The person to message is _____

The smallest step back in is _____

What helped last time was _____

You have done this before.

Me, on _____

Where I keep this note

Want to see it done, not just described?

A blank page is hardest on the day you have the least energy. It helps to see what a finished one looks like.

The Restart Kit: Extended edition

Six people coming back after a gap, worked through from the first fact to the message they sent: after flu, after a holiday, after a month on empty, an inbox of 400 emails, a missed deadline with a manager, and a home that fell apart.

It also includes six more ready-to-send messages, the five ways a restart usually goes wrong, and every tool from this kit.

Get the Extended edition, $17 →

theodoravelli.gumroad.com/l/restart-kit-extended

When You Lose Track

The full Built to Restart Method in one book: building systems that survive the week you stop using them, across work, home, money and relationships. **See the book →**

Write to me

Tell me what broke and what helped. I read every message: hello@theodoravelli.com

These tools draw on principles used in cognitive behavioural therapy for adult ADHD. They are a practical synthesis and have not been clinically tested as a set. They are not a treatment for ADHD. Decisions about diagnosis, medication and treatment belong with a qualified professional.

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