

A WORKBOOK FOR ADHD ENTREPRENEURS

The ADHD Business Clarity Audit

A quick self-audit to spot where your business is draining your time, focus and energy — and what to simplify first.



Spot what feels scattered



Find your biggest friction point



Choose one small next step



ADHD Business Support For Entrepreneurs

VB Virtual Biz Support

Welcome

Running a business with an ADHD brain can feel like having 27 tabs open at once.

- You know there are things to do.
- You know the ideas are there.
- You know the potential is there.

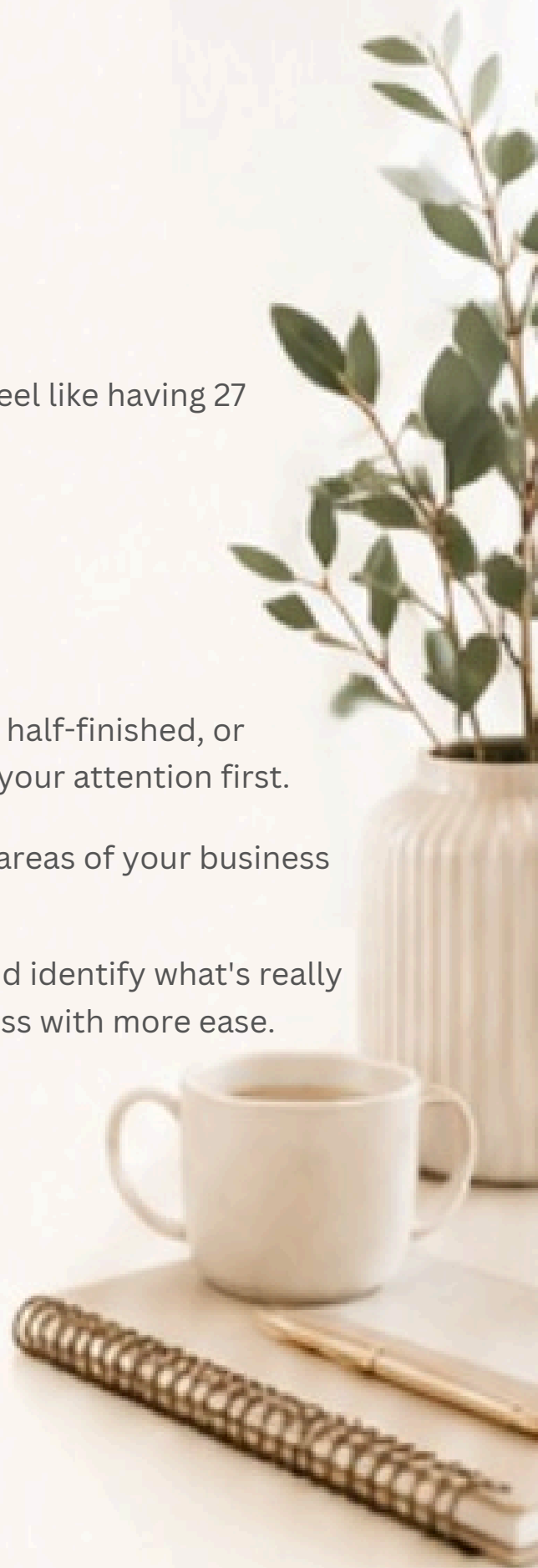
But when everything feels important, urgent, half-finished, or mentally noisy, it's hard to know what needs your attention first.

This short audit will help you look at five key areas of your business and spot where things may be getting stuck.

The aim is to help you step back, get clear, and identify what's really getting in the way of you running your business with more ease.

Answer honestly. There are no right or wrong answers - this is for your eyes only.

Let's do this.



How To Use This Audit



Set aside 20-30 minutes of uninterrupted time.



Be honest and kind with yourself.



Look for patterns, not perfection.



Choose one small action to focus on first.



For each section, read the statements and give yourself a score from 1 to 5. Add up your score at the end of each section to see which area needs the most support.

The Scale

1

Not true at all

2

Rarely true

3

Sometimes true

4

Mostly true

5

Very true

**The goal is not to judge yourself.
The goal is to spot what needs simplifying.**

You will move through five areas:



Priorities



Task Follow-
Through



Energy &
Focus



Systems &
Organisation



Support &
Accountability

Grab a coffee, find a quiet five minutes, and work through each section in order. You can always come back and redo this in a few months to see what has changed.

PRIORITIES

When priorities are unclear, everything feels urgent.

1 I know what my main business priorities are this week.

(1) (2) (3) (4) (5)

2 I can tell the difference between urgent tasks and important tasks.

(1) (2) (3) (4) (5)

3 I know what needs my attention each day without having to rethink everything.

(1) (2) (3) (4) (5)

4 I have a simple way to decide what to focus on first.

(1) (2) (3) (4) (5)

5 I regularly finish the tasks that matter most, not just the tasks that feel easiest.

(1) (2) (3) (4) (5)

SECTION SCORE:

____/25

WHAT THIS AREA SHOWS

If you scored low in this area, you may struggle with sorting and organising your priorities and workload. When everything feels important, it can become hard to decide what needs your attention first.

TIP:

Try breaking larger priority tasks into smaller steps, especially if they feel too overwhelming to start.

The clearer the first step is, the easier it is to move forward.

QUICK REFLECTION

Pause for a moment - what is the one task that, if finished, would make this week feel like a win?

TASK FOLLOW THROUGH

Starting is one thing, finishing is another.

1

I have a clear place where all my tasks live.

1 2 3 4 5

2

I break bigger tasks into smaller steps.

1 2 3 4 5

3

I know what the next step is when I sit down to work.

1 2 3 4 5

4

I follow through without needing panic or last minute pressure.

1 2 3 4 5

5

I have support and accountability when I start avoiding something.

1 2 3 4 5

SECTION SCORE:

____/ 25

WHAT THIS AREA SHOWS

If you scored low in this area, it may be because you hold too much in your head. Tasks can feel bigger than they are when they are vague, scattered or emotionally loaded.

A helpful starting point is to write the task as the next physical action, not the whole action.

TIP:

Instead of 'sort website' - try breaking it into:

- check homepage headline
- update service button
- add testimonial screenshot

QUICK REFLECTION

Pause and ask yourself - is there a task you have been avoiding simply because it feels too big?

ENERGY AND FOCUS

Not every task needs the same type of energy.

1

I know what time of day I focus best.

(1) (2) (3) (4) (5)

2

I match harder tasks to my better energy windows.

(1) (2) (3) (4) (5)

3

I avoid putting deep work into low-energy parts of the day.

(1) (2) (3) (4) (5)

4

I plan lighter admin tasks for when my brain feels slower or tired.

(1) (2) (3) (4) (5)

5

I understand which tasks drain me and which give me momentum.

(1) (2) (3) (4) (5)

SECTION SCORE:

____/ 25

WHAT THIS AREA SHOWS

If your score is low here, your schedule may be working against your energy and momentum. For many ADHD brains, planning by time alone is not enough. It can help to organise tasks into simple energy buckets. This can help you to stop forcing the wrong task at the wrong time.

EXAMPLE

High energy

- Strategy
- writing
- decision making
- client work

Medium energy

- Emails
- Planning,
- Content edits
- Phone Calls

Low energy

- Admin
- Filing
- Organising tasks

QUICK REFLECTION

Pause and ask yourself - when today did you feel sharpest and what were you doing then?

SYSTEMS AND ORGANISATION

A system should make life easier not be another thing to manage.

1 My inbox, calendar, and task list feel manageable.

(1) (2) (3) (4) (5)

2 I know where to find important information when I need it.

(1) (2) (3) (4) (5)

3 My systems are simple & work with my my way of thinking, so I use them consistently.

(1) (2) (3) (4) (5)

4 I do not rely on memory alone to remember important tasks or dates.

(1) (2) (3) (4) (5)

5 My systems reduce overwhelm instead of adding to it.

(1) (2) (3) (4) (5)

SECTION SCORE:

____/ 25

WHAT THIS AREA SHOWS

If your score is low here, you're too scattered, too complicated, or not visual enough for your brain to receive and process. ADHD-friendly systems need to be easy to access, easy to use, and easy to return to.

ONE PLACE FOR EACH

Calendar

Add anything to the calendar that needs to be remembered

Task list

This is for when something needs to be actioned

Notes

Used for any relevant information that you may require in the future

QUICK REFLECTION

Pause and ask yourself - how many different places do you currently store tasks or reminders?

SUPPORT AND ACCOUNTABILITY

You do not have to manage your whole business alone.

1 I have someone or something that helps me stay on track.

1 2 3 4 5

2 I check in regularly on my priorities and what needs doing.

1 2 3 4 5

3 I have support when I feel stuck, overwhelmed, or avoidant.

1 2 3 4 5

4 I know how to ask for help before things become urgent.

1 2 3 4 5

5 I have a structure that helps me follow through even when motivation slips.

1 2 3 4 5

SECTION SCORE:

____/ 25

WHAT THIS AREA SHOWS

If you score low here, you may be relying too much on willpower. Support does not mean that you are not capable. It means that you have the right structure around you to make follow-through easier.

SUPPORT CAN LOOK LIKE

- Weekly check-ins
- Help with reminders
- Body doubling and accountability support.
- Help prioritising tasks and workload
- Breaking tasks and projects into small steps so the workload feels clear and manageable.

QUICK REFLECTION

Pause and ask yourself - who or what has helped you follow through before even briefly?

YOUR RESULTS

Add up your scores from each section below.

PRIORITIES

____/ 25

TASK FOLLOW-THROUGH

____/ 25

ENERGY AND FOCUS

____/ 25

SYSTEMS AND ORGANIZATION

____/ 25

SUPPORT AND ACCOUNTABILITY

____/ 25

WHAT TO LOOK FOR

Your lowest score shows where your business may be creating the most friction right now. The good news is that you do not need to fix everything at once. Start with the lowest-scoring area and ask:

What is one thing that I could simplify this week or could somebody support me with this?

20-25

This area is working quite well.

You probably have some structure and support in place already. Keep it simple and consistent.

13-19

This area may work sometimes but not reliably.

You may have systems or strategies in place, but they are not simple enough to stick with if you are busy or overwhelmed.

5-12

This area is costing you time, energy, and focus.

It may help to simplify how this part of your business is managed with more consistent support.

NEXT STEPS

WHAT THESE RESULTS MEAN FOR YOU

- If your score is low, you likely need less pressure and more external structure.
- If your score is middle, your issue may not be ability; it may be consistency, support and follow-through.
- If your score is high, you may still benefit from refining systems, delegating, and/or getting things out of your head.

NEED SUPPORT TURNING CLARITY INTO ACTION?

I offer ADHD-focused business support for entrepreneurs who need calm, structure, planning, accountability and practical help keeping things moving.
If you would like to learn more about working together, I'd love to hear from you!

BOOK A FREE CALL

