

ADHD-Enabled Personal Agents

Tom Azaria | oTtomat

Who am I?

- Founder @ Ottomat
- Build AI Solutions for Traditional Organizations
- Married + 2 Girls
- Bezalel Alumni, Prev. Professional Photographer
- Have **ADHD**

LLMs Hate Humans with ADHD it Seems

Practical estimate for consumer style chat, 200 output tokens is a short answer, and around 500 output tokens is a common planning assumption for a normal helpful reply. Detailed explanations, long analyses, or reasoning heavy answers can easily exceed 1,000 output tokens. Why not true average? The “average” changes a lot based on product design, prompt length, whether the app streams concise answers or long essays, and whether it uses reasoning models that tend to produce much longer responses. Benchmarking sources also focus more on speed metrics like output tokens per second than on a universal user level average output length. Useful rule of thumb if you are modeling usage for pricing or infrastructure, assume: 100-300 output tokens for brief consumer replies. 300-700 output tokens for typical assistant answers. 1,000+ output tokens for long-form or analytical outputs.

LLMs Are Inherently Bad for ADHD

Why?

- LLMs are information interfaces
- They expand
- They branch
- They add options
- **ADHD needs less**

A Critical **Mismatch** Between an ADHD Brain and LLMs

Knowing is not the problem.

- Starting is the problem
- Returning is the problem
- Staying is the problem

Chat

Main Session

I'm drowning in work and need help organizing everything. I have too many projects, emails, and meetings and don't know where to start.

Okay—here is a comprehensive (and maybe overwhelming) brain dump of frameworks, systems, steps, checklists, options, and ideas you can mix, match, test, and adapt to get your work under control. It's long because your situation is complex and there are angles to consider, resonate, ignore what doesn't, and iterate.

OVERVIEW

The goal is to reduce mental load, clarify priorities, create a reliable system, and build consistent habits so work flows instead of piles up. Key pillars: Capture → Clarify → Prioritize → Plan → Execute → Review → Improve.

POSSIBLE APPROACHES (many valid paths)

1. GTD (Getting Things Done)
2. PARA (Projects, Areas, Resources, Archives)
3. TIME BLOCKING
4. Eisenhower Matrix (Urgent/Important)
5. 80/20 Principle (Pareto)
6. The 1-3-5 Rule
7. OKRs
8. Weekly Planning Rituals
9. Inbox Zero / Email Management
10. Kanban / Task Boards
11. Routines & Habits

ENERGY MANAGEMENT

12. Energy Management (Pomodoro, Deep Work)
13. Focus Techniques (Pomodoro, Deep Work)
14. Delegation & Automation
15. Regular Reviews
16. Meeting Hygiene
- (...and more)

DETAILED CONSIDERATIONS (pick your battles)

- Capture everything (inbox, notes, voice memos, tasks, ideas, references).
- Clarify each item: Is it actionable? If yes → what's the next action? If no → file, incubate, or trash.
- Organize by projects, areas, resources, and status.
- Prioritize using multiple lenses: impact, urgency, deadlines, dependencies, energy, and values.
- Schedule everything (tasks + meetings + focus time + breaks).
- Protect deep work time, batch shallow work.
- Reduce context switching; group similar tasks.
- Keep a single source of truth (task manager + calendar).
- Review inbox multiple times/day, not constantly.
- Set clear boundaries and communication norms.
- Automate, delegate, or eliminate low-value tasks.
- Track commitments; say no (or not now) more.
- Reflect regularly; adjust systems as needed.
- Build in buffer time for surprises.
- Don't chase perfection; optimize over time.

SUGGESTED WEEKLY FRAMEWORK (example)

1. Sunday Review & Plan (or Monday AM)
 - Review calendar, tasks, projects, goals
 - Plan top 3 priorities for the week
 - Time block focus time
2. Monday - Plan + Deep Work
 - Priority work
 - Project kickoffs
 - Inbox triage
3. Tuesday - Execution
 - Deep work
 - Stakeholder updates
 - Follow-ups
4. Wednesday - Midweek Reset
 - Review progress
 - Adjust plan
 - Clear blockers
5. Thursday - Build & Collaborate
 - Meetings
 - Collaborative work
 - Iteration
6. Friday - Wrap & Plan Ahead
 - Finish loops
 - Next week prep
 - Inbox zero
7. Daily basics (every day)
 - Plan day (top 3)
 - Inbox review
 - Focus blocks
 - Shutdown routine

THINGS TO REVIEW TODAY (long list on purpose)

- | | | | | |
|---|---|--|---|--|
| <ul style="list-style-type: none"> • Calendar (all your calendars) • Task list / project board • Email inbox • Slack/Teams/DMs • Open loops & commitments • Deadlines (today, this week, this month) • Projects (status, next actions) • Goals/OKRs (align tasks) | <ul style="list-style-type: none"> • Meetings (necessary? outgrowing? attendees?) • Waiting for (dependencies) • Follow-ups (people, approvals) • Priorities (what actually matters) • Energy highs/lows • Upcoming travel / events • Blockers / nks • Resources / budget | <ul style="list-style-type: none"> • Workload balance • Workload balance • Personal commitments • Learning / growth tasks • Team updates / 1:1s • Vendor / client communications • Recurring tasks • Routines / habits | <ul style="list-style-type: none"> • Systems check (tools, automations) • What can I delegate? • What can I defer? • What can I delete? • What can I automate? • Wins / progress • Lessons learned • Feedback to give / ask | <ul style="list-style-type: none"> • Anything slipping? • Anything new? • Anything off-txn week • Buffer time remaining • Puffette streamlining • Personal energy & health • Mindset / focus / motivation • Celebration / gratitude • Review these again tomorrow |
|---|---|--|---|--|

EMAIL + COMMUNICATION SYSTEM (one idea among many)

- Check email 3-4x/day (e.g., 9a / 12p / 3p / 5p).
- Use filters, rules, labels, templates.
- Process emails: Delete / Delegate / Do now / Defer / Document.
- Keep inbox under X (e.g., < 50).
- Turn emails into tasks when needed.
- Don't reply to everything; don't CC constantly.
- Set expectations: response times, channels, meeting norms.
- Use status updates instead of constant pings.

TASK MANAGEMENT IDEAS

- Use a task manager you'll actually use (Todoist, ClickUp, Asana, Motion, etc.).
- Keep tasks small, actionable, and specific.
- Add context, due dates, priority, tags.
- Use projects for outcomes, not to-dos.
- Next action is key.
- Break big projects into milestones and tasks.
- Use checklists inside tasks.
- Review and update regularly.

TIME BLOCKING GUIDELINES

- Block focus time (2-4hr/day if possible).
- Batch similar tasks.
- Protect mornings for deep work (if you're not a night owl).
- Include breaks (5-15 min between blocks).
- Schedule admin/communication time.
- Leave buffer blocks.
- End day with shutdown routine (plan tomorrow).

MEETING HYGIENE

- No agenda, no meeting.
- Clear purpose, outcomes, attendees.
- Time-box everything.
- Take notes, assign actions.
- End with decisions + next steps.
- Record or summarize when helpful.
- Avoid recurring meetings when possible.

ENERGY & FOCUS

- Sleep, nutrition, movement.
- Identify your peak focus windows.
- Use Pomodoro or 50/10 or 90/20.
- Minimize distractions (phone, tabs, noise).
- Deep Work > Shallow Work.
- Single-task when it matters.
- Protect focus like any other priority.

ADDITIONAL THOUGHTS (because context matters)

- Systems fail without habits. Start tiny: one small habit → stack it → build momentum.
- Perfection is the enemy. Done > perfect. Iterate weekly.
- Your system should reduce decisions, not create more.
- Keep it visual: Kanban boards, calendars, and checklists help ADHD brains.
- Externalize memory. Write it down, capture it, trust the system.
- Use templates for repeatable work.
- Build routines: morning start, midday reset, end-of-day shutdown, weekly review.
- Consider accountability: partner, team, coach.
- Be kind to yourself. You're human.

TOOLS YOU MIGHT CONSIDER (examples)

- Task/Project: Todoist, ClickUp, Asana, Trello, Monday, Notion, Motion
- Calendar: Google Calendar, Outlook
- Notes: Notion, Obsidian, Apple Notes, Evernote
- Focus: Sunsama, Focusmate, Freedom, Cold Turkey
- Automation: Zapier, Make,IFTTT
- Communication: Slack, Teams, Loom
- Time Tracking: Toggl, Clockify
- Document Mgmt: Google Drive, Dropbox, OneDrive
- Habit Tracking: Habitica, Streaks, Loop
- Mind Mapping: Miro, MindMeister
- Whiteboarding: Miro, FigJam, Whimsical

POSSIBLE NEXT ACTIONS (too many choices?)

- Pick ONE framework to start (GTD or PARA + Time Blocking).
- Do a brain dump of everything.
- Run a full weekly review.
- Set up your task manager.
- Clean up your calendar.
- Create a focus block tomorrow morning.
- Clear your inbox.
- Identify top 3 priorities.
- Set boundaries.
- Choose one habit to build.
- Ask for help.
- Or... take a breath and start small.

QUESTIONS TO CONSIDER (answer in notes)

1. What are my top 3 goals right now?
2. What projects move these goals forward?
3. What's taking up most of my time that isn't important?
4. What can I stop doing?
5. What can I delegate or automate?
6. What systems do I already have that I can improve?
7. What would an ideal week look like?
8. What do I need help with most?
9. What's one small step I can take today?
10. Who can I ask for support?

If you want, I can help you build a simpler, personalized system step-by-step—just tell me more about your role, workload, tools you use, team size, pain points, and what you've tried so far.

Connect to the gateway to start chatting...

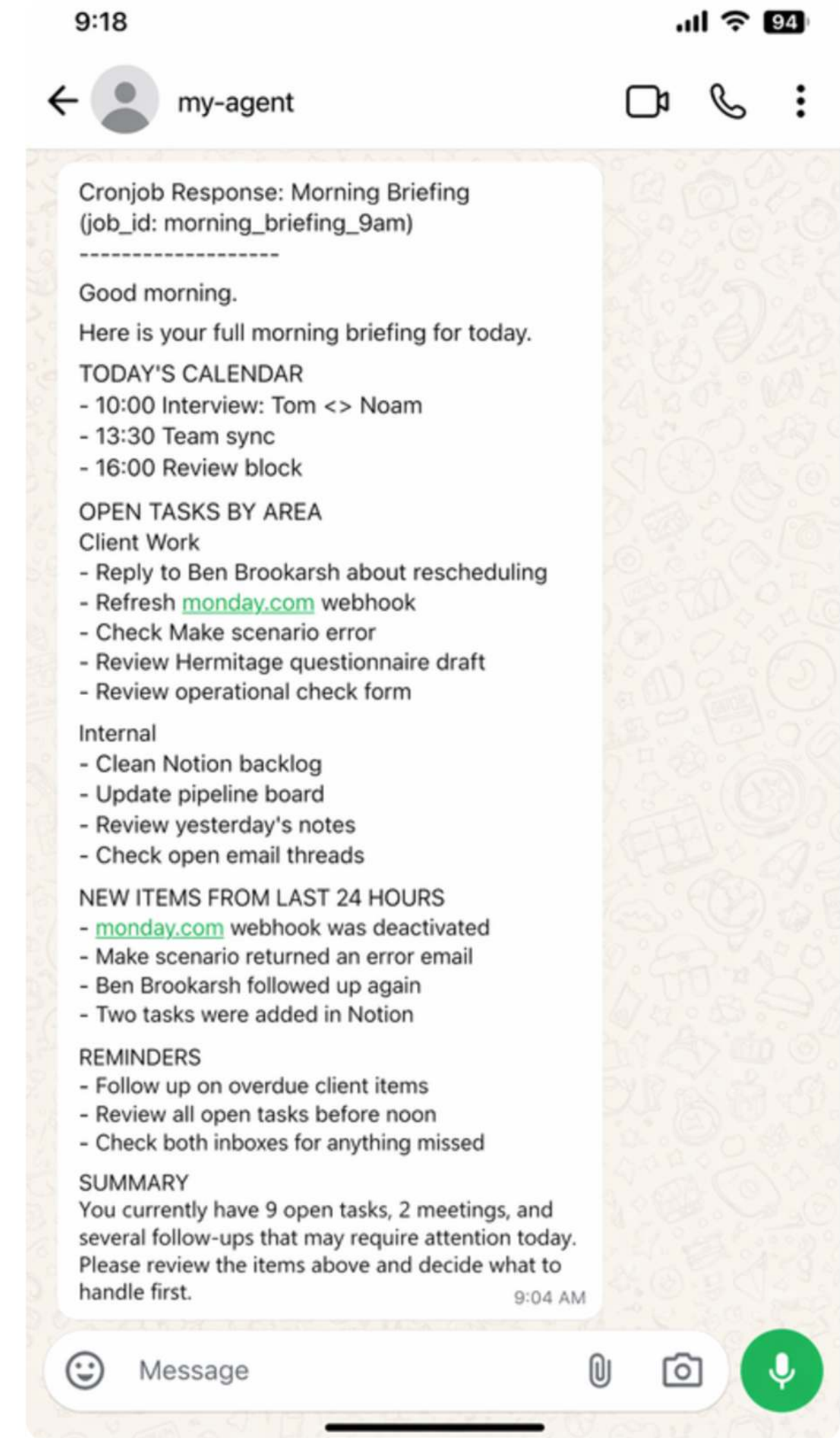
New session

Send

The Default Agent is a **Mistake**, it Optimizes for **Visibility**.

For an ADHD Brain:

- More visibility = less action
- More context = more friction



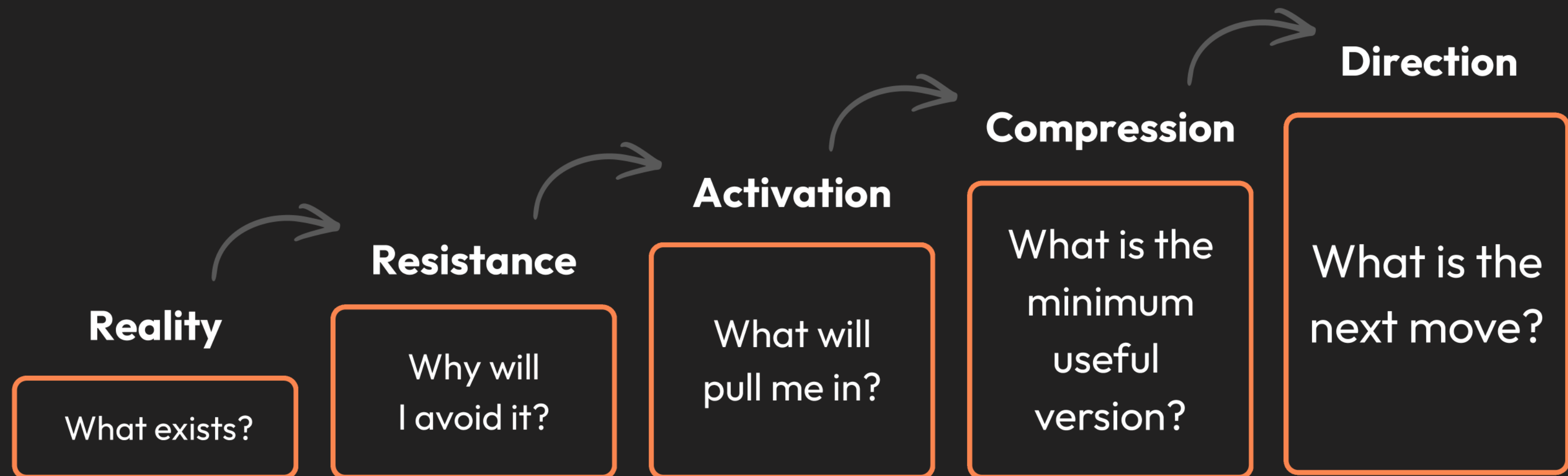
Design Agents for **Activation**, not Information

Focused Requirements:

- **Do not ask:** what should it show?
- **Ask:** what would make me move?

5 Pillar Framework

For your personal agent's **new system prompt**



Reality

What exists?

Tasks

Leads

Reminders

Emails

Messages

Lists

Lists

Lists

Lists

Lists

Lists

Lists

Lists

Lists

Lists

Lists

Reality in the Prompt



Reality:

Start from what is objectively true right now.

Gather the relevant facts, tasks, follow-ups, messages, reminders, decisions, deadlines, and drift signals.

Reality is source material, not final output.

Resistance

Why will I avoid it?

Too many items

Delayed reward

No clear first step

Overwhelm

Boring format

Low urgency

	Sun 3/5	Mon 3/6	Tue 3/7	Wed 3/8	Thu 3/9	Fri 3/10	Sat 3/11
GMT-04			John Reineck E				
5am							
6am							
7am							
8am	8 - 10:30 Girlfriend Time			7:30 - 8:30 Read	7:30 - 8:30 Read	7:30 - 8:30 Read	7:30 - 9 Girlfriend Time
9am		9 - 10 Read	8:30 - 9:30 Catch up with Taylor	8:30 - 9:30 Morning Ritual	8:30 - 9:30 Morning Ritual	8:30 - 9:30 Morning Ritual	9 - 10 Morning Ritual
10am		10 - 11 Morning Ritual	9:30 - 10:30 Morning Ritual	9:30 - 12p Write Email Autoresponde r Copy	9:30 - 12p Write Email Autoresponde r Copy	9:30 - 12:30p Write Email Autoresponde r Copy	10 - 12p End of Week Review and Planning
11am	10:30 - 11:30 Breakfast	11 - 12:30p Write Free Essay Emails 1 and 2 for relaunch	10:30 - 12:30p Write Email Autoresponde r Copy				
12pm	11:30 - 1p Inboxes	12:30p - Proce	12:30p - 1:30p Process Inboxes	12p - Process I	12p - 1p Process Inboxes	12:30p - Update	12p - 1p Process Inboxes
1pm	1p - 2:30p BJJ	1p - 2p Lunch	1:30p - 2:30p Lunch and Learn	12:30p - 1:30p Lunch and Listen to	1p - 2p Lunch	1p - Inboxes	1p - 2p Lunch
2pm		2p - 3p Send Out Invites for	1:30p - 2:30p Lunch and Learn	1:30p - 2:30p Organize Author Dinner	2p - Proofread	2p - Nicky Haje	2p - 3p Commute and Audiobook
3pm	2:30p - 5p Girlfriend Time	3p - 4p Taylor/Connor https://zoom.us/j/	2:30p - 4p TEE/KeepFoc usedApp Update	2:30p - Prep for	2:30p - 4p Record new modules for Masterclass	3p - 4p Mike Appt. 19 W 34th St	3p - 6p Improv
4pm		4p - 5:30p Matt Call	4p - App Actua	4p - 5p Scrum and Jock Call	4p - 5:45p Call with Matt	4p - Podcast	
5pm			4:45p - 4:45p - Katrina Taylor	5p - Walk in the		4:30p - 5:30p Inboxes	
6pm	5p - 6:30p MasterMindF uck https://zoom.us/j/996273963	5:30p - 7p Make Surprise Dinner for Girlfriend	5:45p - 7:15p Train and Post in FB FB Group	5:45p - 7:15p Train and Post in FB FB Group	5:45p - 7p Train and FB Group	5:45p - 7:15p Train and Post in FB FB Group	6p - 7p Commute and Audiobook
7pm	6:30p - 10p Girlfriend Time	7p - 8p Listen to Audiobook	7:30p - 8:45p Dinner with Jon Maverick 401k	7:30p - Camerc	7p - 8p Podcast and go to Clare	7:30p - 10p Dinner with GF and her parents TBD	7p - 10p GF Time
8pm		8p - 10p Girlfriend Time	8:45p - 9:30p Laundry and	8p - Sell Kangá	8p - 10:30p Girlfriend Time		
9pm			9:30p - Talk to I	8:30p - 9:30p Read and Groom			
10pm			10p - 11p Longform Zoom Video	9:30p - 10:30p Talk to Girlfriend			

Resistance in the Prompt



Resistance:

Before presenting anything, infer why the user is likely to avoid acting.

Treat non-action as a design problem, not a knowledge problem.

Common resistance patterns include overwhelm, unclear first step, emotionally flat presentation, delayed reward, social discomfort, and admin-like feel.

Activation

What will make me move?

Urgency

Momentum

Novelty

Simplicity

Challenge

Connection

Activation in the Prompt



Activation:

Choose what will make the user move.

Use activation levers intentionally, not all at once.

Possible levers include urgency, consequence, emotional relevance, novelty, challenge, momentum, connection, and simplicity.

Make the task feel alive now.

Compression

Deliver everything before the “Show more” button

Pre-filter

Reduce options

Rank

Compress

Add only
useful context

Make action
more likely

Compression in the Prompt



Compression:

Aggressively reduce scope at the moment of delivery.

Show the minimum useful version.

Prefer fewer items over broader visibility.

Do not dump the full system state unless explicitly asked.

Entry matters more than coverage.

Direction

Say what's next, but not too much

Reply to Ben now

Update this API call

Send this draft first

Ignore the
rest for now

Call Adi before noon

← my-agent

Cronjob Response: Activation Nudge

Morning.

Two things first:

1. Reply to Client A.
He has been waiting 4 days.
The draft is ready.
2. Refresh the [monday.com](#) webhook.
It broke yesterday.
One quick fix.

Carrot:
Found a viral article on X about SEO with OpenClaw.
You were looking for something like this.
Finish both, and I'll send you the link.

First move:
Reply to Client A before 10:00.

9:18 AM

Direction in the Prompt



Direction:

End with one obvious next move.

Reduce thinking load at the point of action.

Do not stop at awareness.

Say what to do next.

9:18

94



my-agent



Cronjob Response: Morning Briefing
(job_id: morning_briefing_9am)

Good morning.

Here is your full morning briefing for today.

TODAY'S CALENDAR

- 10:00 Interview: Tom <> [redacted]
- 13:30 Team sync
- 16:00 Review block

OPEN TASKS BY AREA

Client Work

- Reply to [redacted] about rescheduling
- Refresh [monday.com](#) webhook
- Check Make scenario error
- Review [redacted] questionnaire draft
- Review operational check form

Internal

- Clean Notion backlog
- Update pipeline board
- Review yesterday's notes
- Check open email threads

NEW ITEMS FROM LAST 24 HOURS

- [monday.com](#) webhook was deactivated
- Make scenario returned an error email
- [redacted] followed up again
- Two tasks were added in Notion

REMINDERS

- Follow up on overdue client items
- Review all open tasks before noon
- Check both inboxes for anything missed

SUMMARY

You currently have 9 open tasks, 2 meetings, and several follow-ups that may require attention today. Please review the items above and decide what to handle first.

9:04 AM

Message

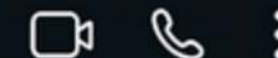


9:18

94



my-agent



Cronjob Response: Activation Nudge

Morning.

Two things first:

1. Reply to Client A.
He has been waiting 4 days.
The draft is ready.
2. Refresh the [monday.com](#) webhook.
It broke yesterday.
One quick fix.

Carrot:

Found a viral article on X about SEO with OpenClaw. You were looking for something like this. Finish both, and I'll send you the link.

First move:

Reply to Client A before 10:00.

9:18 AM

Message



Takeaways

Emotional & Professional

Done > Perfect

Motion is Fundamental

Interest Is Access

Energy Needs Direction

Visibility != Action

Build Around Your Brain

ADHD-Enabled Personal Agents

Tom Azaria | oTtomat

Questions?