

ADHD Focus Planner

Step 1:

Describe the task in detail

Write down exactly what task you need to get done and why

Ex: Clean entire house so I don't feel overwhelmed

Step 2:

Break down the task into smaller manageable parts

Write down exactly what task you need to get done

Task Breakdown	Time needed	What's Needed
Ex: Kitchen (dishes, stovetop, microwave, floor, cabinets)	Ex: 2 hr	Ex: rag, cleaning spray, paper towels, dish soap



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Step 3: Make

Make a schedule for the smaller tasks Schedule each task above

Reminders
Ex: Set alarm on phone

Step 4:

Consider what obstacles you may face for completion What may distract you? What may cause procrastination. Plan out how to tackle these.

Ex: phone notifications are distracting - put on silent from 11am-2pm