FREE WORKSHEET · FOCUS WITH ADHD, SUBJECT 15

ADHD daily planner

- [ ] TODAY, 5 MINUTES

Date the dip. If you remember how long your last planners lasted, put a check-in in the calendar just before that point. If not, put it three weeks from today.

Done on _____

- [ ] EACH MORNING, 3 MINUTES

Write the page. The date, three next actions with the must-do first, and the fixed times from the calendar.

Done on _____

- [ ] ON THE CHECK-IN DATE

Change the look. Swap one thing about how the page looks or where it lives, and keep its four parts. After any missed day, write today's page and carry on.

Done on _____

TODAY: THREE TASKS, AS NEXT ACTIONS

Date: _____

1. Must happen today: _____

2. Then: _____

3. Then: _____

FIXED TIMES, COPIED FROM THE CALENDAR

Time	Appointment, call or alarm

CATCH BOX: SORT IT TONIGHT

What came up	Moved to the list or the calendar

DONE TODAY

Done: _____

Done: _____

Done: _____