

ADHD FOCUS PLAN

STEP 1: DEFINE THE TASK

Write one task you need to complete this week. For example, "clean out the fridge."

STEP 2: BREAK THE TASK INTO SMALLER PARTS

Breaking a large task into smaller parts make sit feel more manageable. "Clean the house" might sound daunting, but "wash dishes" and "do laundry" seem easier to handle.

Task Parts	Time Required
1	
2	
3	
4	
5	

STEP 3: CREATE A SCHEDULE

Breaking a large task into smaller parts make sit feel more manageable. "Clean the house" might sound daunting, but "wash dishes" and "do laundry" seem easier to handle.

Schedule	Reminders

ADHD FOCUS PLAN

STEP 4: PREPARE FOR THE TASK

List how you will get ready to work on the task.

Eliminate Distractions

List distractions you can eliminate before starting (e.g. silencing phone, working from a room without a tv).

Plan for Unavoidable Distractions

Create "If, then" plans for likely distractions (e.g. If my friend calls, then I will say "Let me call you back in 15 minutes."

Materials and Supplies

List items you will need to complete the task (e.g. dish soap, sponges, laundry detergent).

Physical Preparation

List actions you will take to be ready for the task (e.g. getting home on time, having a snack).

STEP 2: BREAK THE TASK INTO SMALLER PARTS

Breaking a large task into smaller parts make sit feel more manageable. "Clean the house" might sound daunting, but "wash dishes" and "do laundry" seem easier to handle.
