

ADHD Executive Function Daily Planner

A planner designed for ADHD brains — task breakdown, transition planning, and built-in reward cues.

Name: _____ Date: _____ Clinician: _____

How to use: ADHD affects executive function in ways that standard planners ignore. This planner works with your brain by breaking tasks into small steps, accounting for transition time, and building in body-doubling, movement, and reward cues.

TODAY'S SNAPSHOT

Date:

My energy level right now (circle): Low Medium High

My focus level right now (circle): Scattered Ok Locked in

One thing that could derail today (and my plan for it):

TASK BREAKDOWN

Pick 3 tasks MAX. Break each into its smallest possible first step:

TASK 1

Task: _____

First tiny step: _____

Time needed: _____

Body-double / location:

Reward after: _____

TASK 2

Task: _____

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First tiny step: _____

Time needed: _____

Body-double / location: _____

Reward after: _____

TASK 3

Task: _____

First tiny step: _____

Time needed: _____

Body-double / location: _____

Reward after: _____

TRANSITION PLANNING

ADHD brains struggle with transitions. Plan them intentionally:

Between tasks I will:

My transition signal/cue:

Time I'm building in for transitions:

REFLECTION & INTEGRATION

At the end of today, what will tell me it was a success?

One thing I'm proud of from today:



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