FOCUS & EXECUTIVE FUNCTIONING - STUDY SKILLS / ADHD COACHING

ADHD Daily Focus & Reset Planner

Estimate task time, break work into steps, and plan a study break.

HOW TO USE: Complete each step in your own words. Short answers are enough.

Participant Name: _____ **Date:** _____ **Target: 15m**

1 NAME THE SINGLE MICRO-TASK

Instead of 'Physics revision', try 'Solve three questions from Chapter 4'. Choose a clear first action.

PRACTICAL TIP: If the task still feels too large, break it into a smaller first step.

2 PERFORM THE 2-MINUTE WARMUP RITUAL

Clear a space, open the page you need, get water if you want it, and decide where your phone will be.

PRACTICAL TIP: Try one small step, even if you do not feel ready to do the whole task.

3 RUN A 25-MINUTE MONOTASK SPRINT

Set a physical timer. Do only this micro-task. If a distracting thought pops up, park it on a 'Distraction Pad' and continue immediately.

PRACTICAL TIP: When the timer rings, pause and decide whether to continue, take a break, or adjust the plan.

4 NOTICE WHAT HELPED OR INTERRUPTED YOU

What helped you begin? What distracted you? Choose a short break or another activity you enjoy when you finish.

PRACTICAL TIP: Use your notes to spot patterns; they are not a diagnosis or a judgment about you.