

FREE DOWNLOAD

DAILY FOCUS

PLANNER FOR ADHD BRAINS

Printable templates to boost motivation, reduce overwhelm and support task completion.

1**MAKE IT SMALL**

Shrink the starting step.

2**MAKE IT VISIBLE**

Keep priorities in sight.

3**MAKE IT REWARDING**

Build in motivation and recovery.

A planner built for real life

You do not need to complete every box. Use the parts that help your brain today, cross things out, change the order, and start again as often as you need.

Created by NeuroEmpower

Practical neurodiversity support for work, learning and everyday life

Use this planner to reduce friction, not create pressure

ADHD attention and motivation can vary with interest, urgency, novelty, energy and environment. The aim is to make starting easier and progress more visible.

THE 5-MINUTE START

1

2

3

4

5

Check your capacity
Choose the energy level that best matches today. Plan for the energy you have, not the energy you wish you had.

Pick one main outcome
Ask: "If only one useful thing gets done today, what would help most?"

Choose up to three priorities
A shorter list makes it easier to see what matters. Everything else can go in the parking lot.

Make the first step tiny
Turn "finish the report" into "open the report and write the heading". Starting counts.

Add motivation on purpose
Choose a reward, body double, timer, music, change of location or something else that creates enough activation to begin.

Permission slip
A "successful" day might be one important task, one maintenance task and enough recovery to avoid running on empty. Productivity is not a measure of your worth.

Daily Focus Planner

One page. A few priorities. A clear starting point.

DATE	TODAY FEELS LIKE

☐ **LOW**

Keep it essential

☐ **MEDIUM**

Steady and realistic

☐ **HIGH**

Use momentum wisely

MY ONE MAIN OUTCOME

What would make today feel meaningfully easier, better or more complete?

TOP 3 - KEEP IT VISIBLE

1

Task:

☐ Done ☐ Move

2

Task:

☐ Done ☐ Move

3

Task:

☐ Done ☐ Move

MAKE STARTING EASIER

The first tiny action I can do in under 2 minutes is...

WHY THIS MATTERS TODAY

A reason that feels relevant now - not a reason I "should" care.

Time + Energy Map

Plan around your capacity instead of forcing every task into the same kind of time.

WHEN MIGHT THIS TASK FIT BEST?		
MORNING	What needs clearer thinking? _____	Energy: ☐ L ☐ M ☐ H
MIDDAY	What can ride existing momentum? _____	Energy: ☐ L ☐ M ☐ H
AFTERNOON	What can be lighter / shorter? _____	Energy: ☐ L ☐ M ☐ H
EVENING	What genuinely needs doing? _____	Energy: ☐ L ☐ M ☐ H

FOCUS SPRINT
I will work for _____ minutes. Then I will stop, check in or take a break.

☐ Phone out of reach	☐ Notifications off
☐ Headphones / ear defenders	☐ Drink nearby
☐ Body double	☐ Different workspace

DISTRACTION PARKING LOT
Write it here instead of following it now.

Try this
If a timer feels restrictive, use a “permission timer”: work until it rings, then choose whether to continue. You are creating a check-in point, not a rule.

Motivation Menu + Task Launch

When “I know what to do” is not the same as “I can start doing it”.

WHAT COULD ADD ENOUGH ACTIVATION?

- | | |
|---|--|
| ☐ Novelty - change where/how I do it | ☐ Interest - connect it to something I care about |
| ☐ Urgency - create a short, kind deadline | ☐ Body doubling - work alongside someone |
| ☐ Movement - move before or during the task | ☐ Music / sound - use a focus soundtrack |
| ☐ Competition / challenge - beat a personal time | ☐ Reward - choose something specific afterwards |

TASK I AM AVOIDING

WHAT MAKES IT STICKY?

☐ unclear ☐ boring ☐ too big ☐ fear of getting it wrong ☐ low energy

MAKE IT SMALLER

The smallest useful version is

START CUE

At _____ I will

MY REWARD / RECHARGE

After the focus sprint, I can...

DOPAMINE MENU - PICK WHAT WORKS TODAY

QUICK BOOST

music • tea/coffee • stretch • fresh air

SOCIAL

message someone • body double • coworking

SENSORY

quiet • headphones • fidget • softer lighting

Done List + Reset

Close the day by making progress visible and reducing tomorrow's restart cost.

WHAT I ACTUALLY DID

Include small, invisible and maintenance tasks too.

WHAT HELPED MY BRAIN TODAY?

Environment, people, timing, tools, breaks, movement, music, urgency, interest...

WHAT CREATED FRICTION?

No judgement - this is useful information for future planning.

TOMORROW: REDUCE THE RESTART COST

- | | |
|--|--|
| ☐ Leave the right tab/document open | ☐ Put materials where I can see them |
| ☐ Write the next tiny step | ☐ Set one reminder |
| ☐ Choose a realistic start time | ☐ Ask someone for support / clarification |

TOMORROW'S FIRST TINY STEP

Make it specific enough that tired-you will know exactly what to do.

Remember

You can use one template, all four, or just one box. The goal is not perfect planning. The goal is making the next useful action easier to begin.

More neurodiversity resources, training and support
www.neuroempower.org