CHAPTER ONE COUNSELLING

PSYCHOTHERAPY & HYPNOTHERAPY

ADHD
Planner

chapteronecounselling

My Daily Planner

M T W T F S S
◯ ◯ ◯ ◯ ◯ ◯ ◯

Date:

6am	
7am	
8am	
9am	
10am	
11am	
12pm	
1pm	
2pm	
3pm	
4pm	
5pm	
6pm	
7pm	
8pm	
9pm	
10pm	

Today's Priorities:

1

2

3

Must Not Forget:

◯

◯

◯

◯

◯

Important Notes:

Daily Brain Dump:

My Daily To-Do List

Date:

My Must Do Task:

Task to Complete:

	Urgent	Important	Later
◯			
◯			
◯			
◯			
◯			
◯			
◯			
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Day Review:

My Priorities

The Eisenhower Matrix is a simple tool for considering the long-term outcomes of your daily tasks and focusing on what will make you most effective, not just most productive. It helps you prioritise and delegate tasks based on their importance to you at this moment in time.

DO THESE FIRST
URGENT & IMPORTANT

DO THESE LATER
IMPORTANT BUT NOT URGENT

DELEGATE THESE
URGENT BUT NOT IMPORTANT

ELIMINATE THESE
NEITHER URGENT OR IMPORTANT

Step 2: Categorise Using the Eisenhower Matrix:

URGENT & IMPORTANT

1
2
3
4
5
6

IMPORTANT BUT NOT URGENT

1
2
3
4
5
6

URGENT BUT NOT IMPORTANT

1
2
3
4
5
6

NEITHER URGENT OR IMPORTANT

1
2
3
4
5
6

Step 3: Create a Weekly Plan:

Based on the prioritization, create a plan for the upcoming week. Schedule the tasks from the 'Urgent and Important' quadrant early in the week.

MON

TUE

WED

THU

FRI

SAT

SUN

This Weeks Priorities

☐ _____

☐ _____

☐ _____

☐ _____

☐ _____

☐ _____

☐ _____

Important Notes:

Non Negotiables

☐ _____

☐ _____

☐ _____

My Weekly Timetable

Week No:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
5am							
6am							
7am							
8am							
9am							
10am							
11am							
12pm							
1pm							
2pm							
3pm							
4pm							
5pm							
6pm							
7pm							
8pm							
9pm							
10pm							

My Weekly Checklist

Week No:

Mon
- ◯
- ◯
- ◯

- ◯
- ◯
- ◯

Tue
- ◯
- ◯
- ◯

- ◯
- ◯
- ◯

Wed
- ◯
- ◯
- ◯

- ◯
- ◯
- ◯

Thu
- ◯
- ◯
- ◯

- ◯
- ◯
- ◯

Fri
- ◯
- ◯
- ◯

- ◯
- ◯
- ◯

Sat
- ◯
- ◯
- ◯

- ◯
- ◯
- ◯

Sun
- ◯
- ◯
- ◯

- ◯
- ◯
- ◯

My Monthly Planner

Month:

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
WK 1							
WK 2							
WK 3							
WK 4							
WK 5							

Important Notes:

Main Priorities This Month:

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○
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Monthly Lookahead

Month:

My **High Priority** Tasks	Week Beginning: / /
◯	Notes:
◯	
◯	
◯	
◯	

My **High Priority** Tasks	Week Beginning: / /
◯	Notes:
◯	
◯	
◯	
◯	

My **High Priority** Tasks	Week Beginning: / /
◯	Notes:
◯	
◯	
◯	
◯	

My **High Priority** Tasks	Week Beginning: / /
◯	Notes:
◯	
◯	
◯	
◯	

My Yearly Planner

Year:

January	February	March

April	May	June

July	August	September

October	November	December

Important Dates

Year:

January
- ◯
- ◯
- ◯
- ◯
- ◯
- ◯
- ◯
- ◯

February
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March
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April
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May
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June
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July
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August
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September
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October
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November
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December
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- ◯
- ◯

Do I Have to List

Tasks that I lack passion for but are still necessary!

Task to Complete:	My Reward:	Target Date:	
			◯
			◯
			◯
			◯
			◯
			◯
			◯
			◯
			◯

Getting it Done - Weekdays

Mundane Tasks to Complete:

- ○
- ○
- ○
- ○
- ○
- ○

My Reward For Completing These Tasks:

- ○
- ○
- ○
- ○
- ○
- ○

My Reward For Completing These Tasks:

- ○
- ○
- ○
- ○
- ○
- ○

My Reward For Completing These Tasks:

- ○
- ○
- ○
- ○
- ○
- ○

My Reward For Completing These Tasks:

Getting it Done - Weekends

Mundane Tasks to Complete:

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My Reward For Completing These Tasks:

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My Reward For Completing These Tasks:

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My Reward For Completing These Tasks:

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My Reward For Completing These Tasks: