

ADHD Focus Plan

Name: _____ Age: _____ Date: _____

The ADHD Focus Plan template is designed to help individuals effectively manage their ADHD symptoms and improve focus. This structured approach provides a roadmap for organizing tasks, prioritizing responsibilities, and allocating time for completion.

Instructions

1. Use the Task Identification section to list all important tasks that you need to complete. You can also use the section to break down larger tasks into smaller, manageable steps.
2. In the Prioritization and Time Allocation section, prioritize and rank tasks based on urgency and importance. You can also allocate specific time slots for each task on the to-do list to stay more organized.
3. Next, fill in the Breakdown and Integration section and divide larger tasks into smaller steps for easier completion. Integrate strategies such as medication management or mindfulness practices to improve focus.
4. In the Review and Adjustment section, use it regularly review and adjust the plan as needed to stay on track. Modify tasks or allocate time as necessary.
5. Lastly, the Support and Follow-Up section is where you can add some notes on when to seek support from healthcare professionals or coaches as needed. Follow up regularly to monitor progress and address any challenges.

Task Identification

Prioritization and Time Allocation

Breakdown and Integration

Review and Adjustment

Support and Follow-up