Daily page *five minutes in the morning, a few seconds during the day*

Today

Use this page to plan one day and catch what comes up while you work.

How to do it

1. In the morning, write the date and the one thing that must happen.
2. Write up to three that could.
3. Write the smallest version of today, in case it goes badly.
4. During the day, write anything that comes up under “Arrived while I was working.”
5. In the evening, check off what you did and the basics under “Looked after.”
6. Write how tomorrow starts.

The one thing

e.g. Send the March invoice

Date

Three that could

- [ ]
- [ ]
- [ ]

Looked after

- [ ] Slept
- [ ] Ate
- [ ] Moved
- [ ] Medication

Arrived while I was working

If today goes badly, the smallest version is

e.g. Send the invoice without the cover note

Tomorrow starts with

What to do with your answers

Move anything still worth doing to tomorrow’s page or the parking lot (page 50), and leave the rest.

Weekly page *ten minutes at the start of the week, five at the end*

The week at a glance

This page compares what you planned for the week with what actually happened, which helps you plan the next one more realistically.

How to do it

1. At the start of the week, write what you plan for each day in the second column.
2. Each day, or at the end of the week, write what happened in the third column.
3. Circle how your energy was each day.
4. At the end of the week, fill in the three boxes.

Day	What I planned	What actually happened	Energy circle one
Mon	*e.g. Finish the report draft*	*e.g. Half of it, then meetings*	low OK good
Tue			low OK good
Wed			low OK good
Thu			low OK good
Fri			low OK good
Sat			low OK good
Sun			low OK good

The one thing that did happen

What I will drop next week

What I moved more than once

e.g. Calling the insurance company

What to do with your answers

Anything you moved more than once is probably too big or unclear, so cut it down or write its first step (page 29), unless it is no longer important, in which case drop it.

Reference page *thirty minutes, once, then keep it*

The shape of my week

This page sets the usual shape of your week in four blocks a day, so that most days are already roughly planned before they start, and you only decide the details.

How to do it

1. Fill in fixed things first, such as work hours, school drop-offs and regular appointments.
2. Put your hardest kind of work into the blocks where your energy is usually best, using Exercise 4.5 (page 67) if you did it.
3. Leave at least one block a day with nothing planned.
4. Keep the page where you plan each week, and change it whenever your routine changes.

Block	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Morning	*e.g. Report*						
Midday							
Afternoon							
Evening							

What to do with your answers

At the start of each week, copy this shape into the week at a glance (page 133) and adjust it.

Cards *photocopy the page, then cut the copy*

Cards for starting and planning

Keep one or two where you will see them, such as on the desk, in a wallet or on the fridge.
Every card is also free to download from ndxnd.com/adhd-printables.

Two-minute start

page 28

Why it helps
The start is the hardest part of many tasks, and two minutes can get you past it.

How
Name the first movement, set a timer for two minutes and allow yourself to do it badly. When it rings, decide again, and stop if you want to.

Make the first step small

page 29

Why it helps
A topic has no first action, so name one.

How
Cut the task down until the first step seems almost too easy, such as opening the file and reading the first line.

If this, then that

page 33

Why it helps
A decision made in advance does not have to compete with how you feel at the time.

How
Write “When this happens, I will do that,” with both halves specific. Add one new plan at a time.

Working next to someone

page 35

Why it helps
Another person supplies the push that is hard to produce alone.

How
Ask someone to work alongside you for an hour, in person or on a call. They do not need to help, or even talk.

The brain dump

page 44

Why it helps
Holding many things in your head takes effort all the time, and writing them down frees your attention.

How
Set a timer for eight minutes and write everything down, unsorted and without judging it. Sort it afterward, as a separate task.

One thing, three things

page 43

Why it helps
A short list is easier to finish than a long one.

How
Choose one thing that must happen and up to three that could, and do the one thing first.

Cards *photocopy the page, then cut the copy*

Cards for focus and hard moments

Keep one or two where you will see them, such as on the desk, in a wallet or on the fridge.
Every card is also free to download from ndxnd.com/adhd-printables.

The pad *page 74*

Why it helps

Once a thought is on paper, you can stop holding it in mind.

How

Keep paper beside you. Write each passing thought in about four words without opening anything, and read the pad at the end of the block.

When everything is urgent *page 52*

Why it helps

Four questions in order take less than two minutes and stop the loudest task from deciding for you.

How

Ask: What actually happens if this is late? What is the smallest acceptable version? Who can I tell now? What am I doing in the next ten minutes?

Naming it *page 81*

Why it helps

You cannot aim a skill at “bad,” and naming a feeling can lower it a little.

How

Mad, scared, sad, ashamed, guilty, disgusted, glad or jealous. Pick the nearest one, because roughly right is enough.

It peaks and falls *page 83*

Why it helps

A feeling that is not fed usually rises, peaks and falls on its own.

How

Stop replaying it and put the phone in another room. Let it be there while you do something else.

A long out-breath *page 84*

Why it helps

At the top of the scale, physical skills can work faster than reasoning.

How

Breathe in for four and out for six, about six times. The longer out-breath is the part that helps.

What else could this mean? *page 85*

Why it helps

The worst reading arrived feeling like a fact, and a second possibility loosens it.

How

Send nothing for an hour. Ask yourself what else it could mean. If you still need to know, ask the person a plain question.