

Use to reduce overwhelm, identify the next visible action, estimate time, and protect focused work periods.

Patient name:	_____	Date of birth:	_____
Date completed:	_____	Appointment date:	_____

A. Brain dump

Write every task, obligation, idea, worry, or reminder currently taking up mental space:

[illegible]

B. Sort by urgency and importance

[illegible]

ADHD Task Prioritizer & Weekly Planner — continued

C. Choose this week's priorities

Priority	Outcome / definition of done	First visible action	Estimated time	Deadline	Support / reward
1					
2					
3					
4					
5					

D. Task breakdown

Task to break down: _____

Step	Action small enough to start	Time needed	Done
1			☐
2			☐
3			☐
4			☐
5			☐
6			☐
7			☐
8			☐

ADHD Task Prioritizer & Weekly Planner — continued

E. Weekly plan

Day	Top 1–3 priorities	Appointments / fixed commitments	Focus block	Reset / self-care
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

F. Distraction plan

Likely distraction:	How I will reduce it:
_____	_____
Task I tend to avoid:	Two-minute starting step:
_____	_____
Person who can body-double or check in:	Reward after completion:
_____	_____
Where I will park new ideas:	Time to review unfinished tasks:
_____	_____