RCI Reg. No. A126278
ESTIMATED TIME: 15 MIN

FOCUS & EXECUTIVE FUNCTIONING • STUDY SKILLS / ADHD COACHING

ADHD Daily Focus & Reset Planner

Estimate task duration, chunk steps, and protect study blocks from dopamine traps.

CLINICAL INSTRUCTIONS: One line per step in your own words. Short, honest answers are easier to trust.

Participant Name: _____ **Date:** _____ **Target: 15m**

1 NAME THE SINGLE MICRO-TASK

Never write 'Physics revision'. Write 'Solve 3 numericals from Chapter 4'. Small, observable actions trigger lower resistance.

CLINICAL HINT: If you cannot complete it in 30 minutes, it is still too big. Slice it in half.

2 PERFORM THE 2-MINUTE WARMUP RITUAL

Clear the desk, open the exact page, pour a glass of water, and put phone in another room. The brain needs a clear transition signal.

CLINICAL HINT: Do not wait for motivation. Action creates motivation.

3 RUN A 25-MINUTE MONOTASK SPRINT

Set a physical timer. Do only this micro-task. If a distracting thought pops up, park it on a 'Distraction Pad' and continue immediately.

CLINICAL HINT: When the timer rings, stand up immediately. Do not keep scrolling.

4 LOG HONEST FRICTION & DOPAMINE REWARD

Did you start on time? Where did your focus drift? Reward completion with 5 minutes of physical movement or a light snack.

CLINICAL HINT: Notice friction without self-blame. Friction is diagnostic data, not moral failure.