

HOW TO USE THE DAILY PLANNER

ADHD COUNSELLING.UK

Tasks To-Do	Time	Due By	Day:
			7
			8
			9
			10
			11
			12
			1
			2
			3
			4
			5
			6
			7
			8
			9
			10
			11
			11
Total Time of Tasks			

1
Use this section to list your tasks.

2
How long will it take?
Some tasks may need to be broken down - for example, a 4 hour task might be better listed as 2 x 2hrs)

3
When is this task due by?
Having this as part of your list will help you prioritise

4
Now total the time your tasks will take.
This will help you plan your day.
Does the total equal more time than the hours you have in the day?
What is a realistic amount of time you're able to work on tasks?

5
Now you can plan your day.
Allot your times based on the information in your task list.
Don't forget to..

- be realistic - what's an amount of time you're confident you can work for? Have you scheduled yourself to work longer than that?
- schedule breaks
- keep going - the point of using this tool is to begin to build a habit, not provide an immediately perfect solution.
- Consider the tool, not the impulse - a planner like this is used to help you plan your day. There will be 'better' methods, or ways you will want to change it.

Don't.
When the habit is in place, you'll be much better able to identify the ways a structure like this works for you.

Tasks To-Do	Time	Due By		Daily Diary - Day:
				7
				8
				9
				10
				11
				12
				1
				2
				3
				4
				5
				6
				7
				8
				9
				10
				11
Total Time of Tasks				11

Tasks To-Do	Time	Due By	Priorities
			Ongoing To-Do
Total Time of Tasks			