

This worksheet is designed to help your child with ADHD create a plan to improve focus and stay on task. By working together, you can create a personalized approach that builds on your child's strengths while addressing areas where they may struggle.

STEP 1: Describe the task in detail.

Write down exactly what task your child needs to get done and why. (Example page.)

Ex: Finish homework and study for upcoming math exam.

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STEP 2: Break down the task into smaller manageable parts.

ADHD can make it feel a task will take forever. Together, estimate how much time it will actually take to complete the task and make a list of everything you will need to accomplish the task beforehand.

Task Breakdown	Time Required	What Do You Need?
1. <i>Ex: Science homework - Explore Our World textbook, pages 15-24.</i>	35 minutes	<i>Explore Our World textbook, pencil</i>
2. <i>Math exam - chapters 4-6</i>	3-3.5 hours	<i>My notes, stacey's notes, and the teachers summary notes. Math textbook, pencil, scrap paper, calculator.</i>
3. <i>English lit homework - finish the last section of the book report.</i>	1-1.5 hours	<i>Laptop, the novel I am writing it on.</i>
4.		
5.		
6.		
7.		



ADHD Focus Plan

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1.
2.
3.
4.
5.
6.
7.
8.



STEP 3: Make a schedule for your smaller tasks.

Schedule each task listed in your task breakdown above. Write down the type of reminders you can set together and how you will reward your child with each completed task. (Example page.)

Schedule	Reminders	Rewards
<i>Ex: Math exam chapter 4 + quiz section:</i> 3-3:30PM	<i>Ex: Set alarm in phone</i>	<i>Ex: 10 minutes of scrolling on social media</i>
<i>Read through Stacy's notes: 3:45-4</i>	<i>Alarm on phone + reminder from mom</i>	<i>Break to get nails done. Bring science textbook with us to read during pedicure.</i>

STEP 4: Consider what obstacles your child may face while completing the tasks

Explore all the different challenges your child may have when completing the task. What can distract them? Why may they procrastinate? Then, plan out how you can tackle those challenges.

Ex: Any notifications from my phone will distract me - I will put my phone on silent from 3-5......



