

Staying focused on tasks can be especially challenging when you have ADHD. Your mind may feel like it's pulled in a dozen directions, making it tough to know where to start, stay motivated, or finish what you've begun. **This worksheet is designed to help you create a personalized Focus Plan—a set of strategies to support you in directing your attention where you want it to go.**

In this worksheet, you'll start by identifying a task that often feels impossible to complete, whether it's work, school, or everyday responsibilities. From there, you'll build a toolkit of focus techniques that work for you, including breaking tasks into smaller steps, setting reminders, and adding motivating rewards. This plan can help you strengthen your focus skills by giving you a clear structure to follow, reducing distractions, and building confidence in your ability to get things done.

## STEP 1: Describe the task in detail.

Write down exactly what task you need to get done and why. (Example page.)

*Ex: Deep clean the entire house and declutter so I don't feel overwhelmed.*

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

People with ADHD might feel a task will take forever. Estimate how much time it will actually take you 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: Kitchen - including the oven, stove, refrigerator, microwave, cabinet shelves/drawers, and floor.</i>	<i>2 hours</i>	<i>All-purpose spray, rags, broom, and mop</i>
2.		
3.		
4.		



# ADHD Focus Plan

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Task Breakdown	Time Required	What Do You Need?
1. <div></div>	<div></div>	<div></div>
2. <div></div>	<div></div>	<div></div>
3. <div></div>	<div></div>	<div></div>
4. <div></div>	<div></div>	<div></div>
5. <div></div>	<div></div>	<div></div>
6. <div></div>	<div></div>	<div></div>
7. <div></div>	<div></div>	<div></div>
8. <div></div>	<div></div>	<div></div>



Schedule each task listed in your task breakdown above. Write down where you're adding reminders and how you will reward yourself with each completed task. (Example page.)

Explore all the different challenges you may have when completing the task. What can distract you? Why may you 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.*

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# Additional Resources to Support Your Mental Health Journey

It can be hard to know where to begin looking for support in your mental health journey. Getting a referral from a primary care physician is a reliable first step. Also, sometimes family and friends have experienced similar issues and have professionals they would recommend. The experts at ChoosingTherapy.com are here to help as well, with resources we have reviewed and recommend. Our [strict editorial standards](#) ensure our reviews are fair, honest, thorough, and based on firsthand experience.

## You Can Trust ChoosingTherapy.com



**300+**  
Companies Reviewed



**2,350+**  
Hours of Firsthand Experience



**1,150+**  
Data Points Analyzed



### [Best Online Therapy](#)

Online therapy is a convenient way to connect with a licensed therapist to address mental health issues, reduce unhealthy behaviors, develop effective coping skills, and get more satisfaction out of life. Many companies accept insurance and most have next-day appointments available.

### [Best Online Psychiatry](#)

Online psychiatry providers enable patients to consult with licensed psychiatrists and other mental health professionals. They can evaluate, diagnose, and prescribe medication to help manage mental health issues. Many companies accept insurance and most have next-day appointments available.



### [Best Mental Health Apps](#)

Apps can be great way to monitor mood, track sleep, journal, and practice healthy coping skills like mindfulness and meditation. There are apps specifically designed to help people reduce the symptoms of depression, anxiety, ADHD, chronic stress, and burnout.

### [Therapist Directory](#)

When you're looking for a mental health provider with a very particular skill set, level of experience, or personality type, a therapist directory can be very helpful. Using the filters, you can refine your search until you find a therapist who feels like a perfect fit.

