

# ADHD Workbook

Learn to manage ADHD with goal-setting, planning ahead, and managing impulsivity, and overcoming shame and burnout.

- **Setting SMART Goals**
- **ADHD Focus Plan**
- **Cognitive Restructuring**
- **Plus 3 More Helpful Worksheets**



Living with ADHD can bring unique challenges, especially when it comes to managing tasks, staying focused, and handling impulsive behavior. However, with the right tools and strategies, it is possible to build effective habits, improve concentration, and navigate daily life with greater ease. **This workbook is designed to provide practical worksheets that target key areas of ADHD management, helping you to develop skills that enhance your productivity and emotional well-being.**

Here is a brief introduction to each worksheet included in this workbook:

## Setting SMART Goals

This worksheet helps you set Specific, Measurable, Achievable, Relevant, and Time-bound goals. This structured approach allows you to break down large or overwhelming tasks into manageable steps, making it easier to stay motivated and on track.

## Focus Plan

This worksheet guides you in developing personalized strategies to enhance your concentration and manage distractions. It includes exercises to identify your unique focus challenges and create a tailored plan that incorporates breaks, mindfulness techniques, and a conducive work environment.

## Cognitive Restructuring

This worksheet is designed to help you identify and challenge unhelpful thought patterns that may contribute to stress, self-doubt, or anxiety. By examining these thoughts and replacing them with more balanced, realistic alternatives, you can build resilience and cultivate a more positive mindset in your daily life.

## STOP Impulsivity

This worksheet teaches a mindfulness-based technique to help you pause, assess, and make thoughtful decisions instead of acting impulsively. This skill is particularly useful in managing ADHD-related impulsivity, giving you tools to create a moment of reflection before reacting.

## Identifying ADHD Burnout

This worksheet helps you recognize the signs of mental, emotional, and physical exhaustion that often accompany ADHD. By assessing how burnout impacts your daily life, this worksheet enables you to understand your limits and triggers.

## Overcoming Shame

This worksheet provides tools to help you confront feelings of shame that may stem from past experiences or unmet expectations. By working through self-reflection exercises, this worksheet guides you in identifying where shame arises and how it affects your self-esteem.



# Setting SMART Goals

SMART Goals is a structured goal-setting method that helps individuals create clear, actionable objectives. For individuals with ADHD, this method is particularly helpful as it breaks down larger tasks into manageable steps and sets clear deadlines, which can help reduce procrastination, enhance focus, and improve organizational skills.

SSpecific

**What is your goal?** Write down exactly what you want to achieve. Be clear and detailed about what you expect to accomplish.

*Example: I want to finish writing a 20-page research paper on climate change for my environmental science class.*

MMeasurable

**How will you measure your progress?** Determine how you will track your progress and know when you have achieved your goal.

*Example: I will measure my progress by completing 5 pages each week, ensuring that I reach the 20-page target by the deadline.*

AAchievable

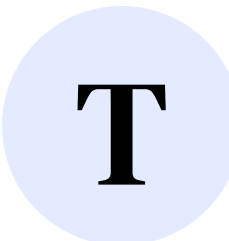
**Is your goal achievable?** Consider what might make this goal difficult and plan how you can overcome those challenges.

*Example: I will allocate two hours each day to work on my paper, ensuring that I have enough time to research, write, and revise.*

RRelevant

**Why is this goal important to you?** Ensure that your goal is relevant and meaningful to your overall life or career goals. Reflect on the value and impact of achieving this goal.

*Example: Completing this research paper will help me improve my writing skills and deepen my understanding of climate change, which is essential for my career in environmental science.*

TTime-Bound

**What is your deadline for achieving this goal?** Set a specific date by which you plan to achieve your goal.

*Example: My deadline for the research paper is December 15th. I will start by creating an outline and gathering initial research materials today.*

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# Setting SMART Goals

**S**

Specific

What exactly do you want to accomplish?

**M**

Measurable

How will you measure your progress?

**A**

Achievable

Is your goal achievable?

**R**

Relevant

Why is this goal important to you?

**T**

Time-Bound

What is your deadline for achieving this goal?

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# Setting SMART Goals

## Be Flexible

If you're struggling to reach a goal, don't be afraid to adjust it. It's okay to change the timeline, make the goal smaller, or alter the steps as needed.

## Celebrate Milestones

Reward yourself for every step or milestone you reach, no matter how small. This could be as simple as taking a break, enjoying a favorite treat, or planning a fun activity.

## Give Yourself Enough Time

Make sure you have enough time to achieve your goals without feeling overwhelmed. It's better to allow extra time and feel accomplished than to set an unrealistic deadline and feel discouraged.

## Stay Patient & Be Kind to Yourself

Progress may be slow, and setbacks can happen. Remind yourself that change takes time, and be kind to yourself if things don't go perfectly.

**What obstacles have I encountered, and how have I handled them?**

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**What progress have I made so far? What am I proud of?**

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**What support or resources might help me continue making progress?**

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# ADHD Focus Plan

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.		

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Write down exactly what task you need to get done and why.

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

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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.



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.

[illegible]

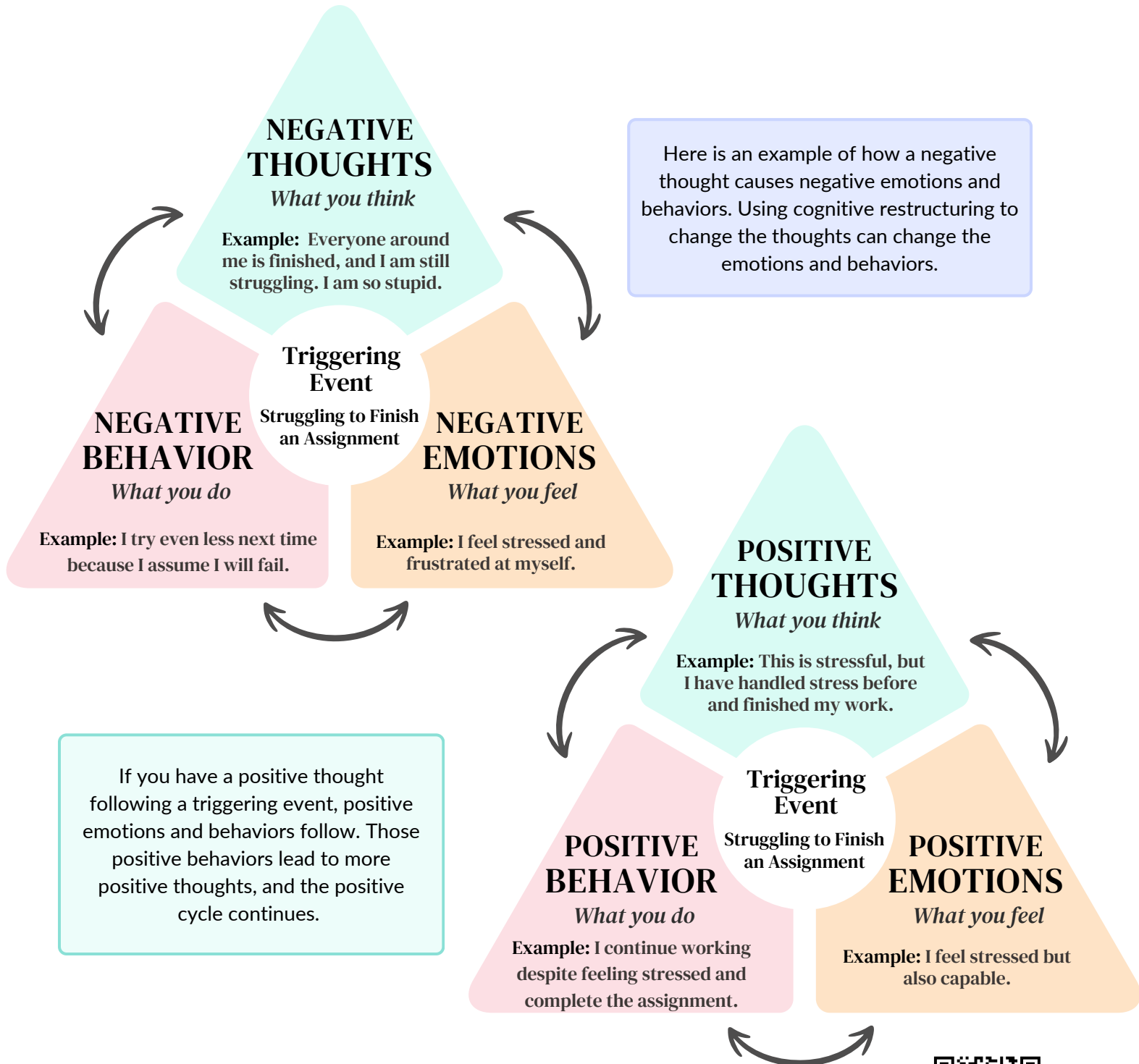
Explore all the different challenges you may have when completing the task. What can distract you? Why may you procrastinate? Then, plan out how you can tackle those challenges.

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# Cognitive Restructuring

Cognitive restructuring is a CBT technique that involves recognizing negative and unhelpful thoughts, examining the evidence for and against these thoughts, and developing more helpful alternative thoughts. **For someone with ADHD, cognitive restructuring can help interrupt and change the negative thought patterns that contribute to procrastination, distractibility, and disorganization.**



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# Cognitive Restructuring

## THOUGHT

What you think in a situation.

*Ex: I never get anything done  
because I am so lazy.*

## EMOTION

How you feel.

*Ex: Frustrated and hopeless.*

## BEHAVIOR

How you act in the situation.

*Ex: Procrastinate further.*

**It's important to understand that our automatic thoughts affect our feelings and influence our behavior.**

You can recognize unhealthy thought patterns that are making your ADHD symptoms worse by practicing cognitive restructuring. Use the questions below each time you're experiencing unwanted thoughts that lead to unhealthy behaviors.

**Thought:**

**Is my thought  
factual?**

**What evidence  
do I have for  
and against  
my thought?**

**What would  
someone else  
say about the  
situation?**

**Is it possible to  
view this  
situation  
differently?**

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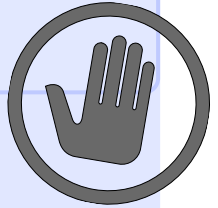


# STOP Skill for Impulsivity

The STOP skill is a distress tolerance technique from Dialectical Behavior Therapy (DBT) that helps you manage impulsive behaviors and emotions, which are common challenges for individuals with ADHD. Use this worksheet to guide you through the STOP steps when you feel overwhelmed, distracted, or triggered.

## S - Stop

When you notice that you are feeling overwhelmed or about to react impulsively, just STOP. Pause immediately.



- Questions to Ask:
- What situation triggered my intense emotions?
  - How do I feel right now?
  - What impulsive reaction am I trying to prevent?

## T - Take a Step Back

Physically and mentally take a step back from the situation. This could mean leaving the room, taking a deep breath, or simply pausing your actions and thoughts.

- Questions to Ask:
- How can I create a brief moment of distance from my current situation?
  - What helps me feel more grounded?

- Actions to Try:
- Take a few deep breaths.
  - Count to 10 slowly.
  - Excuse yourself from the situation momentarily.

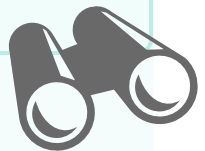


## O - Observe

Observe what is happening inside and around you without judgment. Pay attention to your thoughts, feelings, and physical sensations, as well as what others are doing and saying.

- Questions to Ask:
- What am I feeling emotionally?
  - What physical sensations am I noticing?
  - What thoughts are going through my mind?
  - What is happening around me?

- Things to Observe:
- Emotions you are experiencing.
  - What others are saying or doing.
  - Heart rate, breathing, muscle tension.
  - Thoughts running through your mind.



## P - Proceed Mindfully

After you've taken a moment to stop, step back, and observe, proceed mindfully. Make a conscious choice about how to respond rather than reacting impulsively.

- Questions to Ask:
- What is the most effective way to handle this situation?
  - How can I respond in a way that aligns with my goals and values?
  - What can I do to take care of myself in this moment?

- Actions to Try:
- Think about your goals and values.
  - Choose a response that aligns with your long-term well-being.
  - Communicate calmly and assertively if necessary.



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# STOP Skill for Impulsivity

## **PART 1: Identify an Impulsive Situation & Apply the STOP Skill**

Think of a recent situation where you acted impulsively. Let's use the STOP skill to handle a similar situation in the future.

**What Happened? Describe the situation in detail:**

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**Stop: What can you do to pause before reacting to your impulse?**

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**Take a Step Back: What can you do to create distance from the impulse?**

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**Observe: What are you feeling, thinking, or sensing in the moment?**

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**Proceed Mindfully: How can you respond in a way that aligns with your values and goals?**

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# STOP Skill for Impulsivity

## PART 2: Reflect on Your Impulses

Use the following questions to reflect on your impulses and practice using the STOP skill:

**What types of situations most commonly trigger your impulsivity?**

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**What do you notice about your physical sensations, emotions, or thoughts when you feel an impulse to act?**

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**What reminders can you set up to help you remember to use the STOP skill?**

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**What challenges did you face in using the STOP skill, and how can you improve next time?**

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# Identifying ADHD Burnout

ADHD burnout can happen when managing daily tasks, responsibilities, and constant mental stimulation becomes overwhelming. This worksheet will help you recognize signs of burnout, evaluate how often you experience them, and provide steps to manage and recover from burnout. By becoming aware of these symptoms, you can take proactive steps toward self-care and improving your well-being.

Read through the following statements and check the box next to each statement that applies to you. After completing the checklist, tally your score to assess your current level of ADHD burnout.

**Check all statements that apply to you.**

- ☐ You feel physically exhausted, even after a full night of sleep.
- ☐ You have difficulty starting tasks that normally wouldn't feel so overwhelming.
- ☐ You find it hard to concentrate or stay focused for long periods.
- ☐ You constantly feel frustrated with yourself or others.
- ☐ You experience frequent mood swings or irritability.
- ☐ You feel emotionally drained after social interactions.
- ☐ You struggle to maintain motivation for things you usually enjoy.
- ☐ You avoid responsibilities or commitments because they feel too daunting.
- ☐ You feel like your to-do list is never-ending and unmanageable.
- ☐ You often feel overwhelmed by simple daily tasks.
- ☐ You feel disconnected from others, even close family and friends.
- ☐ You often feel a sense of failure or inadequacy, regardless of your efforts.

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# Identifying ADHD Burnout

**Check all statements that apply to you.**

- ☐ You frequently forget important tasks or appointments.
- ☐ You procrastinate more than usual and have difficulty breaking the cycle.
- ☐ You feel mentally foggy or unable to think clearly.
- ☐ You find it hard to stick to routines that once helped you stay on track.
- ☐ You experience heightened anxiety about managing your day-to-day life.
- ☐ You feel physically tense or stressed, even when not actively working on something.
- ☐ You crave more alone time but feel isolated when you get it.
- ☐ You feel like no amount of rest or relaxation recharges you.
- ☐ You feel detached or numb to your own emotions.
- ☐ You find yourself snapping at others for minor things more often than usual.
- ☐ You feel a sense of dread about future tasks or responsibilities.
- ☐ You struggle to stay organized, even with systems you've used before.
- ☐ You feel like your ADHD symptoms are more intense or harder to manage than usual.
- ☐ You've been isolating yourself from social situations, even when you want to connect.

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# Identifying ADHD Burnout

Give yourself one point for each item you checked on the list to find out if you have ADHD burnout.

Your Score

0-11  
points

You may be experiencing some minor stress, but it's manageable. This is a great time to focus on preventive self-care strategies before things become more overwhelming.

12-16  
points

You're likely dealing with moderate ADHD burnout. It's important to take a step back and reflect on what's contributing to your burnout. Consider making changes to your routines or seeking support.

17-26  
points

You are experiencing significant ADHD burnout. This level of burnout can greatly affect your well-being and productivity. It's important to prioritize recovery, seek support, and make substantial changes to your daily life to prevent further exhaustion.

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# Identifying ADHD Burnout

Based on your reflection, consider what steps you can take to recover from ADHD burnout. Write down specific actions you can take to manage your burnout and improve your well-being.

**How can you incorporate more rest into your routine?**  
(e.g., taking short breaks, scheduling relaxation time)

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**Who can you talk to for support during this time?**  
(e.g., family, friends, therapist, support group)

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**What boundaries can you set to protect your energy?**  
(e.g., limiting social commitments, saying no to new projects)

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# Overcoming Shame

Living with ADHD can sometimes make you feel like you're falling short, especially when it comes to meeting everyday expectations. Many individuals with ADHD struggle with feelings of shame—those thoughts that tell you you're not good enough or that you're constantly failing. **Identifying what shame looks like in your life and confronting it with compassion will help you start to build a more supportive relationship with yourself.**

Through creative exercises like drawing your "shame monster" and practicing self-compassion, this worksheet will guide you in exploring feelings of shame and finding healthier ways to cope. Whether you're new to these concepts or have been working on self-compassion for a while, this worksheet is a safe space to begin healing and empowering yourself.

## PART 1: Identify Shame

Understanding what shame looks, sounds, and feels like for you is a first step toward healing.

### What does shame look like for you?

Is there a particular facial expression or posture you associate with feeling ashamed?

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What actions or behaviors do you engage in when you feel shame (e.g., withdrawing, avoiding eye contact)?

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# Overcoming Shame

What does shame feel like for you?

How does shame manifest in your body (e.g., tightness in the chest, heaviness, a pit in your stomach)?

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How does it affect your energy levels (e.g., feeling drained, wanting to hide)?

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What does shame sound like for you?

How would you describe the “voice” of shame in your mind?

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# Overcoming Shame

## PART 2: Draw Your Shame Monster

Drawing your shame monster can help you visualize this emotion and see it as something separate from yourself.

Grab some markers, pencils, stickers, or any other art supplies you have on hand. On the blank space provided, draw what your shame monster looks like. It doesn't need to be a perfect drawing; the goal is to capture how you perceive your shame. Think about what colors, shapes, and features represent your shame. Is it big or small? Does it have a voice? Is it looming or hidden?

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# Overcoming Shame

## PART 3: Journal Questions for Reflection

Journaling can be a powerful tool for processing emotions and shifting your perspective. If journaling feels overwhelming, try setting a timer for maybe 10 minutes, and come back to this part as needed.

**What triggers my feelings of shame the most?**

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**How does shame impact my daily life and self-esteem?**

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**What can I do to show myself more compassion when I feel ashamed?**

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**How can I reframe my understanding of ADHD in a way that reduces shame?**

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# Overcoming Shame

## PART 4: Practicing Self-Compassion

Shame often thrives when we are too hard on ourselves. Self-compassion is about treating ourselves with the same kindness and understanding that we would offer a friend.



Replace self-critical thoughts with compassionate ones.



Use gentle physical touch to comfort and soothe yourself.



Journal your thoughts and feelings with a focus on self-compassion.



Observe your thoughts and feelings without judgment.



Speak to yourself with the same kindness as you would a friend.



Practice gratitude, focusing on what you appreciate about yourself.



Pamper yourself with some over the top self-care



Surround yourself with people and animals who love you



Protect your well-being by setting boundaries - say no when you need to.

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# Overcoming Shame

## PART 5: Positive Affirmations & Mantras

Positive affirmations and mantras can be used to counteract shameful thoughts.  
Circle one or two that resonate and repeat them daily.

1. I am enough just as I am.  
.....
2. I did my best today, and that's enough.  
.....
3. Mistakes are a natural part of growth.  
.....
4. I am worthy of compassion and understanding.  
.....
5.  
.....
6.  
.....
7.  
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## PART 6: Action Plan

Write down four steps you can take when you notice shame arising. Make the action plan as specific as possible, keeping in mind where you are and what is available to you.

### Situation Description #1:

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### Self-Compassion Practices:

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# Overcoming Shame

## Situation Description #2:

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## Self-Compassion Practices:

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## Situation Description #3:

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## Self-Compassion Practices:

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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



**325+**  
Companies Reviewed



**3,625+**  
Hours of Firsthand Experience



**1,545+**  
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.

