R&Z; ADHD COACHING

A Week That Works for Me

This is not about squeezing more into your week. It is about seeing what is already there, deciding what really matters and making some room for the rest of your life as well.

Week beginning: _____

What really matters this week?

NEEDS TO HAPPEN try to keep this to 3	WOULD BE GOOD helpful, not essential	CAN WAIT I do not need to do everything
1.	1.	1.
2.	2.	2.
3.	3.	3.

What is already in my week?

Appointments, work, meetings, deadlines, family or caring responsibilities:

When might I have some decent focus time?

Possible time 1: _____ Possible time 2: _____

Possible time 3: _____

The rest of my life matters too

LIFE & HOME	THINGS TO SORT	REST & RECHARGE
shopping, meals, family, exercise, jobs at home	calls, emails, forms, bills, bookings	quiet time, hobbies, a walk, seeing people, doing nothing

What could make this week easier?

Something that might trip me up:

[ ] Reminders

[ ] Ask for help

[ ] Leave some spare time

[ ] Do similar jobs together

[ ] Break things down

[ ] Prepare things the night before

[ ] Reduce distractions

[ ] Say no or move something

One thing I am going to do to make the week easier:

At the end of the week - what actually worked for me?