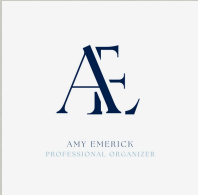




EXECUTIVE
FUNCTIONING

Daily Planner Workbook

ORGANIZEDHOMEANDLIVING.COM





WELCOME

Welcome to the Executive Function Daily Planner — a practical, neurodivergent-friendly workbook created to support the way your brain actually works.

This planner is for the days when everything feels important, getting started feels hard, and time seems to disappear faster than expected. Instead of asking you to do more, it helps you slow down, sort through the noise, and focus on what matters most.

Inside, you will find a simple daily system built around: - clear priorities - visual time planning - gentle prompts for task initiation - built-in reminder sections - reflection space that supports progress, not perfection.

This is not about doing everything. This is about creating enough structure to help you begin.

HOW TO USE THIS PLANNER

USE ONE SET OF PAGES EACH DAY, OR USE ONLY THE SECTIONS THAT SUPPORT YOU MOST.

A SIMPLE FLOW:

1. CHECK IN

NOTICE YOUR ENERGY, FOCUS, AND WHAT KIND OF SUPPORT YOU NEED TODAY.

2. PICK YOUR TOP 3

CHOOSE THE MOST IMPORTANT TASKS OR PRIORITIES FOR THE DAY.

3. CLEAR MENTAL CLUTTER

USE THE DON'T FORGET SECTION TO HOLD REMINDERS, ERRANDS, LOOSE THOUGHTS, AND TASKS YOU DO NOT WANT TO KEEP CARRYING IN YOUR HEAD.

4. PLAN VISUALLY

MAP OUT YOUR DAY USING THE TIME-BLOCKING SECTION TO MAKE YOUR PLAN EASIER TO SEE.

5. START SMALL

USE THE BUILT-IN TIMER PROMPTS TO LOWER THE BARRIER TO STARTING.

6. REFLECT GENTLY

END THE DAY BY NOTICING WHAT HELPED, WHAT FELT HARD, AND WHAT YOU WANT TO CARRY INTO TOMORROW.

USE THIS WORKBOOK FLEXIBLY. YOU DO NOT NEED TO FILL OUT EVERY SECTION PERFECTLY FOR IT TO HELP.

DAILY FOCUS PAGE

DATE: _____ DAY: _____

CHECK IN

ENERGY LEVEL: LOW / MEDIUM / HIGH

FOCUS LEVEL: LOW / MEDIUM / HIGH

MOOD: _____

TODAY'S TOP 3

CHOOSE THE THREE PRIORITIES THAT MATTER MOST TODAY.

1. _____
2. _____
3. _____

MUST DO TASKS

- _____
- _____
- _____

COULD WAIT IF NEEDED

- _____
- _____
- _____

DON'T FORGET

USE THIS SPACE FOR REMINDERS, ERRANDS, FOLLOW-UPS, APPOINTMENTS, OR RANDOM THOUGHTS YOU DO NOT WANT TO LOSE.

- _____
- _____
- _____

MAKE IT EASIER TO START

WHAT IS THE SMALLEST FIRST STEP?

I ONLY NEED TO START FOR: - 5 MINUTES - 10 MINUTES - 15 MINUTES - 25 MINUTES

WHAT WOULD MAKE THIS TASK EASIER?

- BODY DOUBLING - MUSIC OR WHITE NOISE - TIMER -
DRINK/SNACK FIRST - CLEARER NEXT STEP -

MY TIME MAP

PLAN YOUR DAY IN A WAY YOU CAN ACUALLY SEE

RESET REMINDERS

- CHECK THE TIME OFTEN
- TRANSITION SLOWLY
- BUILD BUFFERS BETWEEN ACTIVITIES

TIME PLAN NOTES

6:00 _____

7:00 _____

8:00 _____

TIME BLINDNESS SUPPORT

- AT WHAT TIME DOES THE TASK NEED TO BE DONE?
- WHEN SHOULD I START GETTING READY FOR IT?
- DID I REMEMBER TO SCHEDULE TRAVEL TIME?

9:00 _____

10:00 _____

11:00 _____

12:00 _____

WHEN WILL YOU?
(CHECK OFF WHEN DONE)

1:00 _____

2:00 _____

EAT BREAKFAST ()

3:00 _____

LUNCH ()

DINNER ()

SNACK ()

4:00 _____

5:00 _____

DRINK WATER / STAY
HYDRATED

6:00 _____

() () () () () ()

7:00 _____

TAKE YOUR MEDS

MORNING ()

8:00 _____

AFTERNOON ()

EVENING ()

9:00 _____

STRETCH ()

MOVE YOUR BODY ()

FOCUS SPRINT

USE THIS PAGE WHEN STARTING FEELS HARD OR WHEN YOU NEED STRUCTURE TO STAY WITH A TASK.

PICK A VISUAL TIMER

- 5-MINUTE START
- 10-MINUTE RESET
- 15-MINUTE FOCUS SPRINT
- 25-MINUTE WORK BLOCK
- 45-MINUTE DEEP FOCUS SESSION

MY TASK FOR THIS SPRINT

WHAT "DONE FOR NOW" LOOKS LIKE

SPRINT TRACKER

ROUND 1: _____

ROUND 2: _____

ROUND 3: _____

ROUND 4: _____

QUICK CHECK

DID I START? YES / NO

DO I WANT TO KEEP GOING? YES / NO

WHAT HELPED ME STAY ENGAGED?

DON'T FORGET

STOPPING COUNTS TOO. RESETTING COUNTS TOO. STARTING AGAIN COUNTS TOO.

Reflection

What went well today?

What felt harder than expected?

What helped me focus, regulate, or get started?

What can I make easier tomorrow?

One thing I want to remember

Gentle Closing Checklist

- I noticed what I did complete
- I released what did not happen today
- I chose one next step for tomorrow
- I gave myself credit for trying

Overwhelm Reset

Use this page when everything feels urgent, loud, or hard to sort through.

1. Pause

Take one slow breath.

2. Name what is happening

Right now I feel:

3. Sort it out

- urgent
- important
- can wait
- needs support
- not mine to hold right now

4. Choose one next step

The smallest next step is:

5. Begin with a short timer

- 5 minutes
- 10 minutes

Don't Forget

You do not need to finish everything to create momentum.

Weekly Reset

This Week's Top Priorities

1. _____
2. _____
3. _____

Appointments, Deadlines, and Important Dates

1. _____
2. _____
3. _____
4. _____

Don't Forget This Week

- _____
- _____
- _____
- _____

Life Support Planning

Meals: _____

Movement: _____

Breaks: _____

Rewards: _____

Support I may need: _____

Brain Dump

Write down everything taking up space in your brain.

Sort It

Do now: _____

Plan later: _____

Delegate: _____

Drop: _____

Closing Page

You are not failing. You are learning what support looks like for your brain.

Small steps count. Rest counts. Starting counts. Returning counts. You do not need perfect consistency to make meaningful progress.

Created by Amy
Professional Organizer / Supportive systems for real life