



Planner

2024

www.ingershaye.com

PROFESSIONAL BLACK WOMEN WITH ADHD

INTRODUCTION

Welcome!

This guide will provide you with practical tips and techniques that you can use to leverage your ADHD and stay on track.

I also share some strategies, tools and techniques to help you stay focused and achieve your goals.

So, let's get started!



2024 CALENDAR

JANUARY

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

FEBRUARY

M	T	W	T	F	S	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	1	2	3

MARCH

M	T	W	T	F	S	S
26	27	28	29	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

MAY

M	T	W	T	F	S	S
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

JUNE

M	T	W	T	F	S	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JULY

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

AUGUST

M	T	W	T	F	S	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

SEPTEMBER

M	T	W	T	F	S	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

OCTOBER

M	T	W	T	F	S	S
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

NOVEMBER

M	T	W	T	F	S	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

DECEMBER

M	T	W	T	F	S	S
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

MONTHLY PLANNING

Be sure to schedule ahead to optimize productivity and stay organized. Each month, review your long-term goals and identify the specific actions you need to take in that month to move closer to achieving them. Write these actions down in the monthly planning section of your planner. An excellent monthly plan will leave you feeling accomplished at the end of each month and prepare you for what lies ahead in your journey.

JANUARY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

To Do

Goal for this month

Notes

Affirmation for this
month

FEBRUARY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

To Do

Goal for this month

Notes

Affirmation for this
month

MARCH

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

To Do

Goal for this month

Notes

Affirmation for this
month

APRIL

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

To Do

Goal for this month

Notes

Affirmation for this
month

MAY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

To Do

Goal for this month

Notes

Affirmation for this
month

JUNE

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

To Do

Goal for this month

Notes

Affirmation for this
month

JULY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

To Do

Goal for this month

Notes

Affirmation for this
month

AUGUST

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

To Do

Goal for this month

Notes

Affirmation for this
month

SEPTEMBER

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

To Do

Goal for this month

Notes

Affirmation for this
month

OCTOBER

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

To Do

Goal for this month

Notes

Affirmation for this
month

NOVEMBER

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

To Do

Goal for this month

Notes

Affirmation for this
month

DECEMBER

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31					1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

To Do

Goal for this month

Notes

Affirmation for this
month

WEEKLY PLANNER

The weekly planner and weekly organizer are two other useful pages that allow you to structure each week and help break down tasks into smaller chunks, creating a manageable workload for yourself. Hence, nothing sneaks up on you without being noticed.

Utilize the weekly planner to break down monthly goals into easy-to-manage chunks that you can efficiently work through without feeling overwhelmed or burnt out. As part of this process, the weekly reflection page provides a space for going over what has worked that week, what hasn't worked, what challenges have come up, etc., as well as helping you define strategies for improvement going forward.

WEEKLY PLANNER

Weekly priorities

- _____
- _____
- _____
- _____
- _____

Appointments

To Do

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

Notes

Reminder

WEEKLY PLAN

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

SUNDAY

FOR NEXT WEEK

WEEKLY REFLECTION

THINGS THAT MADE ME HAPPY THIS WEEK

THINGS THAT WERE HARD OR STRESSFUL THIS WEEK

HOW CAN MY PAST EXPERIENCES HELP ME IN THE FUTURE

DAILY PLANNER

The daily planner supports further drill down by providing even more details than the weekly planner. It helps to ensure that no task is missed or overlooked despite busy schedules!

Looking back on your days/weeks can help provide much-needed clarity when things start feeling disorganized or overwhelming. Reflecting helps bring the focus back to where you are headed and motivates you further when motivation starts waning.

With a separate page for each day of the week, it will be easier for you to stay productive throughout the week!

Here are 3 different templates you can use to breakdown your day - use whichever one is helpful to you!

DAILY SCHEDULE

6 AM	
7 AM	
8 AM	
9 AM	
10 AM	
11 AM	
12 AM	
1 PM	
2 PM	
3 PM	
4 PM	
5 PM	
6 PM	
7 PM	
8 PM	
9 PM	
10 PM	

NOTES

☐	
☐	
☐	
☐	

TO-DO

☐	
☐	
☐	
☐	

DAILY CHECKLIST

MORNING ROUTINE

☐

☐

☐

☐

☐

☐

☐

☐

☐

☐

☐

☐

NIGHT ROUTINE

☐

☐

☐

☐

☐

☐

☐

☐

☐

☐

☐

☐

ACTIVITY PLANNER

[illegible]

MINDFUL REFLECTION

HOW I AM FEELING TODAY

I AM PROUD OF MYSELF FOR

ONE GOAL FOR TODAY

BRAIN DUMP

PERSONAL

WORK/HOME/STUDY

ANYTHING ELSE

MONTHLY AFFIRMATIONS

Affirmations can be a powerful tool for Black women. By repeating positive affirmations, you can focus your energy on your goals and the things you want instead of getting weighed down by negativity.

Taking the time to remember and repeat affirmations throughout the day consciously will help strengthen emotional resilience and give the courage to face challenges confidently.

Affirmations also help build self-esteem and provide comfort when life gets overwhelming.

Feel free to use the ones that follow to add to your monthly planner.



REMIND
YOURSELF

ANY PROGRESS IS
A WIN AND
WORTH
CELEBRATING.

www.ingershaye.com



REMIN
YOURSELF

INVEST IN YOURSELF
UNAPOLOGETICALLY
AND FIND OUTLETS TO
EXPAND YOUR GIFTS

www.ingershaye.com



REMINDE
YOURSELF

PRACTICING SELF-
LOVE IS NON-
NEGOTIABLE. EVEN IF I
DON'T FEEL LIKE I
DESERVE IT, I'M GOING
TO DO IT ANYWAY.

www.ingershaye.com



REMIN
YOURSELF

I RELEASE THE
BURDEN OF
HAVING TO BE THE
STRONG BLACK
WOMAN.

www.ingershay.com



REMINDE
YOURSELF

I MAKE A POSITIVE
IMPACT IN MY
SPACE.

www.ingershaye.com



REMINDE
YOURSELF

I GIVE MYSELF
PERMISSION TO
DO WHAT IS RIGHT
FOR ME.

www.ingershaye.com





REMINDE
YOURSELF

I AM CAPABLE OF
MAKING HARD
DECISIONS

www.ingershaye.com



REMINDE
YOURSELF

I EMBRACE
IMPERFECTION AS
A LEARNING TOOL.

www.ingershaye.com



REMIND
YOURSELF

STRESS WILL
NOT TAKE ME
DOWN. SELF-
CARE WILL BUILD
ME UP.

www.ingershaye.com



REMINDE
YOURSELF

I TAKE TIME TO THINK
ABOUT MY NEEDS
BEFORE
OVEREXTENDING
MYSELF TO HELP
OTHERS.

www.ingershaye.com



REMIN
YOURSELF

I KNOW MY LIMITS
AND I WON'T
IGNORE THEM. IT
DOESN'T MAKE ME
LESS STRONG FOR
RESTING.

www.ingershaye.com

GOAL SETTING

Goal-setting is the process of identifying something you want to accomplish and establishing measurable and specific objectives to achieve it. Goals are your desired results that you are committed to achieving within a specific time frame.

This section has sheets for identifying your goals, actions and then drilling down so that you can focus in on them.

There is also a habit tracker so you can check your progress every day to make sure that you are building the habits that will support the life that you want.

MY GOAL

Goal # :

Actions I need to take to
achieve the goal

ADHD FOCUS PLAN

FOCUS:

GOAL 1

GOAL 2

GOAL 3

STEPS 1

STEPS 2

STEPS 3

REWARDS

HABIT TRACKER

HABIT	CHECKLIST
	123456789101112131415 16171819202122232425262728293031
	123456789101112131415 16171819202122232425262728293031
	123456789101112131415 16171819202122232425262728293031
	123456789101112131415 16171819202122232425262728293031
	123456789101112131415 16171819202122232425262728293031
	123456789101112131415 16171819202122232425262728293031
	123456789101112131415 16171819202122232425262728293031
	123456789101112131415 16171819202122232425262728293031
	123456789101112131415 16171819202122232425262728293031
	123456789101112131415 16171819202122232425262728293031
	123456789101112131415 16171819202122232425262728293031

NOTES

DATE _____

M T W T F S S



REMIN
YOURSELF

I DESERVE REST
BECAUSE I'M A
BLACK WOMAN.

www.ingershaye.com