

TOOLKIT · VERSION 1

Executive Function Planner

A weekly planning page built for brains that resist planners.

How to use this toolkit

Skim once, then choose one practice to try this week. Toolkits are living documents — mark them up, share them with your team, and revisit as your needs evolve.

Overview

A planner only works if the friction to use it is lower than the friction to ignore it. This template is deliberately minimal.

Why it matters

Most planners fail because they ask too much. Three anchors, one priority, one care item — every day. That's it.

Research summary

Externalizing working memory through brief, structured prompts reduces task-switching cost and procrastination in ADHD samples (Solanto et al., 2010).

Practical strategies

Daily layout

- Top: one priority for the day (one sentence).
- Middle: three meetings/tasks with start times.
- Bottom: one body-care commitment.

Weekly layout

- Sunday: 15-minute preview. Friday: 15-minute review.
- One non-negotiable rest block per week.
- One social commitment scheduled in writing.

Ready-to-use scripts & worksheets

Daily template (copy this)

Date: _____

One priority: _____

Three anchors: 1)_____ 2)_____ 3)_____

Body care: _____

End-of-day note to tomorrow-me: _____

Recommended lessons & next steps

- Toolkit: Executive Function — /toolbox
- Conditions: ADHD, Autism — /conditions

Selected references & further reading

- Solanto MV, et al. *Efficacy of meta-cognitive therapy for adult ADHD. Am J Psychiatry.* 2010.
- Barkley RA. *Taking Charge of Adult ADHD.* Guilford, 2022.

Ask the AI Companion

Visit understandingneurodiversity.org/companion to ask follow-up questions about **Executive Function Planner**. The Companion will recommend lessons, conditions, and research tailored to your role.