THE ADHD
RESET SYSTEM

YOUR DAILY PLANNER + TOOLKIT
TO RESET, FOCUS & GET THINGS DONE



DAILY RESET

Plan your day with clarity.



WEEKLY RESET

Reflect, reset and realign.



TOOL CARDS

6 practical tools for ADHD brains.



ADHD FRIENDLY

Plan your day with clarity.

PRINTABLE • MINIMAL • EFFECTIVE

DESIGN FOR REAL LIFE,
NOT PERFECT DAYS.

WELCOME

Welcome to the ADHD Reset System
This planner was designed to help you simplify your day—not create more work.
There are no rules.
Use only the pages that help you and skip the rest.
Progress is always more important than perfection.

HOW TO USE

① Daily Reset

Use at the beginning of your day to clear your mind, choose your priorities, and create a simple plan.
🗓️ Use daily

② Weekly Reset

Once a week, reflect on what worked, what didn't, and prepare for the week ahead.
📅 Use once a week

③ Tool Cards

Whenever you feel stuck, choose the card that matches your situation.
🃏 **Task Breakdown**
When a task feels too big.
🃏 **Decision Helper**
When you're stuck between options.
🃏 **Brain Parking Lot**
When your mind feels overloaded.
🃏 **Small Time Wins**
When you only have a few minutes.
🃏 **Task Starter**
When you know what to do but can't begin.
🃏 **Context Switch**
When you're moving from one task to another.

PRINTING

✔️ Print at home or with a professional printer.
✔️ Designed to print in black & white.
✔️ Print only the pages you need.
✔️ The Tool Cards can be cut out or kept as full pages.
✔️ Reprint as often as you'd like.

REMEMBER

Small progress is still progress.
You don't have to do everything.
You just have to start.

QUICK START

New here? Start with these 3 steps:

1. Print the Daily Reset.
2. Complete one Weekly Reset.
3. Keep the Tool Cards nearby and grab one whenever you get stuck.

THE ADHD RESET SYSTEM

DAILY RESET DASHBOARD

CLEAR MIND.
REAL PRIORITIES.
FOCUS ON WHAT MOVES YOU FORWARD.

DATE: _____

ENERGY LEVEL

1 2 3 4 5

○ ○ ○ ○ ○

SLEEP

Hours of sleep

_____ H

MOOD



TODAY'S WIN

If I accomplish this one thing, today will be a success.

TOP 3 PRIORITIES

○ _____

○ _____

○ _____

TIME BLOCKS

What's my main focus in each part of the day?

MORNING

Focus:

_____

_____

_____

AFTERNOON

Focus:

_____

_____

_____

EVENING

Focus:

_____

_____

_____

GET IT OUT

Get it all out. No filter. No order. Just empty your head.

FROM EVERYTHING

What actually matters right now?

MUST DO

_____

_____

_____

CAN WAIT

_____

_____

_____

FIRST TINY STEP What is the very first action I can take?

_____

IF I GET DISTRACTED I will come back by:

_____

ONE THING I CAN DO TODAY TO HELPTOMORROW

A reminder, a note, or something I can do now to make tomorrow easier.

THE ADHD RESET SYSTEM

WEEK OF: _____

WEEKLY RESET

REFLECT. ADJUST. MOVE FORWARD.

KEEP DOING THIS

What worked so well this week that I want to keep doing?

_____

WINS THIS WEEK



What went well?
What am I proud of?

① _____

② _____

③ _____

NEXT WEEK'S TOP PRIORITIES



What will I focus on most?

1 _____

2 _____

3 _____

WHAT DRAINED ME?



What felt heavy, stressful
or overwhelming?

- _____
- _____
- _____

IMPORTANT DATES & COMMITMENTS



What's happening next week?

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

WHAT HELPED ME?



What worked, lifted me up
or made a difference?

- _____
- _____

ONE CHANGE I'LL MAKE NEXT WEEK

What's one small adjustment that could make the biggest impact?

_____

_____

TOOL CARD 1

USE WHEN...
A TASK FEEL TOO BIG

TASK BREAKDOWN

BIG TASK

What needs to get done?

WHY IT MATTERS

What will this help me with?

FIRST TINY STEP

What's the smallest step I can take right now?

NEXT STEP

Break it down into simple steps.

1. _____
2. _____
3. _____

REMEMBER

PROGRESS › PERFECTION

You don't have to finish it all today.
You just have to start.

TOOL CARD 2

USE WHEN...
I CAN'T DECIDE

DECISION HELPER

MY DECISION

OPTION A

VS

OPTION B

WHAT HAPPEN IF I DO NOTHING?

WHAT'S MY GUT SAYING?

MY NEXT ACTION

I don't need the perfect choice.
I need the next right step.

TOOL CARD 3

USE WHEN...
MY BRAIN IS TOO FULL

BRAIN PARKING LOT

DUMP IT ALL OUT

Write or doodle everything on your mind right now.

WHAT IS IT?

URGENT _____

TASK / TO DO _____

IDEAS _____

WORRIES / OVERTHINKING _____

PEOPLE / RELATIONSHIP _____

FINANCE / MONEY _____

OTHER _____

PARK IT

If it's not for today, park it here and let it go.

IMPORTANT

What's the 1-3 most important things I can focus right now?

TOOL CARD 4

USE WHEN...
STARTING FEELS IMPOSSIBLE

TASK STARTER

WHAT'S STOPPING ME?

- ○ Too big
- ○ Too boring
- ○ Too hard
- ○ Don't know where to start
- ○ Perfectionism
- ○ Fear of falling
- ○ Low energy
- ○ Other:

MAKE IT RIDICULOUSLY SMALL

What's the smallest possible start?

EXEMPLE

- Open the document.
- Write one sentence.
- Reply to one email.
- Fold 5 clothes.
- Wash one plate.
- Read one page.

I ONLY HAVE TIME TO DO IT FOR...

○	○	○	○	○
2 MINUTES	5 MINUTES	10 MINUTES	ONE STEP	UNTIL I FEEL LIKE STOPPING

REWARD AFTER STARTING

Motivate future me.

IDEAS

Make coffee	Watch one Tik Tok	Listen to one song	Take a break	Check it off!

(1) (2) (3) GO!

THE ADHD RESET SYSTEM

USE WHEN...
YOU HAVE A FEW MINUTES

TOOL CARD 5A

SMALL TIME WINS

TIME VERSION

HOW MUCH TIME DO I HAVE?



○ 5 MIN | ○ 10 MIN | ○ 20 MIN | ○ 30 MIN | ○ 30+ MIN

QUICK WIN IDEAS

5 MINUTES

- Reply to one mail or text
- Delete 20 photos
- Water one plant
- Refill your water bottle
- Put 5 things away
- Wipe your desk
- Take your vitamins
- Write tomorrow's top priority
- Empty your bag
- Throw away trash around you
- Add one event to your calendar

10 MINUTES

- Fold one basket of laundry
- Empty or load the dishwasher
- Tidy one surface
- Vacuum one room
- Read 10 pages
- Prep tomorrow's outfit
- Plan tomorrow
- Journal for 10 minutes
- Organize one drawer
- Unsubscribe from emails
- Meal prep one snack

20 MINUTES

- Go for a walk
- Meal prep lunch
- Read one chapter
- Work on one project
- Clean one room
- Declutter one shelf
- Budget check-in
- Grocery list
- Return message
- File paperwork
- Reset your workspace

30+ MINUTES

- Dean clean one area
- Grocery shopping
- Workout
- Cook diner
- Weekly Reset
- Change bed sheet
- Batch reply to emails
- Digital declutter
- Creative hobby
- Review your finances
- Organize a closet

Small time. Big impact.
Use the time you have, not the time youwish you had.

THE ADHD RESET SYSTEM

USE WHEN...
YOU HAVE A FEW MINUTES

TOOL CARD 5B

SMALL TIME WINS

ENERGY VERSION

HOW DO I FEEL RIGHT NOW?

○	○	○	○	○
LOW ENERGY	ON MY PHONE	NEED A BOOST	WANT TO MOVE	THINKING AHEAD

BRAIN OFF

- Fold laundry
- Empty dishwasher
- Vacuum one room
- Water plants
- Take out trash
- Tidy one surface
- Put 10 things away
- Other:

PHONE ONLY

- Reply to message
- Book an appointment
- Pay one bill
- Delete photos
- Listen to a podcast
- Check your calendar
- Clean your emails
- Other:

MOVE MY BODY

- Stretch for 2 minutes
- Gor for a walk
- Dance to one song
- Do a quick workout
- Shower
- Open the windows
- Refill your water
- Other:

FUTURE ME

- Prep tomorrow's outfit
- Fill your water bottle
- Pack your bag
- Clean your desk
- Plan tomorrow
- Write tomorrow's top task
- Set one remember
- Other:

QUICK WINS

- Make your bed
- Cross off one easy task
- Wipe one counter
- Read 5 pages
- Organize one drawer
- Do one thing you've been avoiding
- Send one email
- Other:

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TOOL CARD 6

USE WHEN...
I SWITCH TASK

CONTEXT SWITCH

I'M SWITCHING TO..

EXEMPLE


Work → Study


Study → Chores


Chrores → Me time


Workout → Work

BEFORE I SWITCH, I WILL...

- [ ] **CLOSE OUT**
  Close tabs, apps, and anything that pulls my attention.
- [ ] **CAPTURE WHERE I LEFT OFF**
  Write a quick note so I don't have to remember later
- [ ] **PUT THINGS AWAY**
  Clear dy desk and put materials back in their place.
- [ ] **PREP FOR WHAT'S NEXT**
  Gather what I need for my next task.
- [ ] **PLAN MY FIRST STEP**
  Decide the first small action I'll take.

QUICK NOTE

MY FIRST STEP IS...

CLOSE IT. CLEAR IT. START FRESH.

Switching well saves your future self time and mental energy.

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TOOL CARD 1

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BIG TASK What needs to get done?

WHY IT MATTERS What will this help me with?

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TOOL CARD 5B

SMALL TIME WINS

ENERGY VERSION

HOW DO I FEEL RIGHT NOW?

○ LOW ENERGY | ○ ON MY PHONE | ○ NEED A BOOST | ○ WANT TO MOVE | ○ THINKING AHEAD

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