

# YOUR YEAR, ONE STEP AT A TIME

ADHD-FRIENDLY 2027  
PRODUCTIVITY PLANNER

|                                          |                                        |                                            |
|------------------------------------------|----------------------------------------|--------------------------------------------|
| <b>PLAN</b><br>Make the next step clear. | <b>FOCUS</b><br>Work with your energy. | <b>RESET</b><br>Start again without guilt. |
|------------------------------------------|----------------------------------------|--------------------------------------------|

A practical printable planner for people who want less overwhelm and more gentle structure.

2027 EDITION • PRINTABLE PDF • UNDATED DAILY PAGES

# Welcome

This planner is designed to make planning feel lighter. You do not need to fill every page or follow a perfect routine. Use the pages that help, skip the ones that do not, and begin again whenever you need to.

| My reason for using this planner |
|----------------------------------|
|                                  |
|                                  |
|                                  |

| What would make this year feel easier? |
|----------------------------------------|
|                                        |
|                                        |
|                                        |

**A gentle reminder:** This is a productivity tool, not medical advice or a treatment for ADHD. Adapt it to your needs and seek professional support when appropriate.

# How to Use This Planner

Keep the system small. The goal is to reduce friction, not create another task to manage.

- Choose only 1–3 pages to use regularly.
- Write the next physical action, not a vague goal.
- Estimate time generously and add buffer space.
- Use a timer or body-doubling if it helps you begin.
- If you miss a day, continue on the next page—no catching up required.
- Print extra copies of the daily and weekly pages as needed.

## My simplest planning routine

|  |
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|  |
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## Things that help me restart

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# 2027: My Year at a Glance

Choose a few meaningful directions. You can change them later.

Three words I want to guide my year

What I want more of

What I want less of

People, places, or routines that support me

# My Big-Picture Goals

Make goals specific enough to act on, but flexible enough to change.

| Area of life | What would feel better? |
|--------------|-------------------------|
|              |                         |
|              |                         |
|              |                         |
|              |                         |
|              |                         |

| One small first step I can take this week |
|-------------------------------------------|
|                                           |
|                                           |

# Turn a Goal Into Small Steps

| The goal I am working toward |
|------------------------------|
|                              |
|                              |

| Why it matters to me |
|----------------------|
|                      |
|                      |

Break it into actions small enough to start:

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| The first 5-minute action |
|---------------------------|
|                           |
|                           |

# Brain Dump

Get thoughts out of your head. They do not all need to become tasks.

| Everything on my mind |
|-----------------------|
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# Sort the Brain Dump

| Do soon | Can wait |
|---------|----------|
|         |          |
|         |          |
|         |          |
|         |          |
|         |          |

| Ask for help / delegate | Let go / not mine |
|-------------------------|-------------------|
|                         |                   |
|                         |                   |
|                         |                   |
|                         |                   |

| The one thing I will do next |
|------------------------------|
|                              |
|                              |

# Monthly Overview

Month: \_\_\_\_\_ One word for this month: \_\_\_\_\_

| Important dates and appointments |
|----------------------------------|
|                                  |
|                                  |
|                                  |
|                                  |

| Top 3 priorities | Things to remember |
|------------------|--------------------|
|                  |                    |
|                  |                    |
|                  |                    |

| A reward or something to look forward to |
|------------------------------------------|
|                                          |
|                                          |

# Habit Tracker

Track consistency, not perfection. Use a dot, check, or color for each day you try.

| Habit / routine | 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 |
|-----------------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
|                 |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
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What made this habit easier?

What will I adjust next month?

# Weekly Reset

Week of: \_\_\_\_\_

| This week's top 3 |
|-------------------|
|                   |
|                   |
|                   |

| Appointments / fixed plans | Tasks to remember |
|----------------------------|-------------------|
|                            |                   |
|                            |                   |
|                            |                   |
|                            |                   |

| Meal / home basics | Rest / fun / connection |
|--------------------|-------------------------|
|                    |                         |
|                    |                         |
|                    |                         |

| One thing I can make easier |
|-----------------------------|
|                             |
|                             |

# Weekly Plan: Days & Priorities

Choose a realistic focus for each day. Leave blank space on purpose.

| DAY       | ONE MAIN THING | OTHER TASKS / NOTES |
|-----------|----------------|---------------------|
| MONDAY    |                |                     |
| TUESDAY   |                |                     |
| WEDNESDAY |                |                     |
| THURSDAY  |                |                     |
| FRIDAY    |                |                     |
| SATURDAY  |                |                     |
| SUNDAY    |                |                     |

If the week gets messy, my reset step is...

# Daily Focus Page

Date: \_\_\_\_\_ Energy today: Low ■ Medium ■ High ■

| Today's 1–3 priorities |
|------------------------|
|                        |
|                        |
|                        |

| Schedule / time blocks | Tasks I can do in 5–15 minutes |
|------------------------|--------------------------------|
|                        |                                |
|                        |                                |
|                        |                                |
|                        |                                |
|                        |                                |

| Breaks, food, water, movement |
|-------------------------------|
|                               |
|                               |

| Done is enough: one thing I completed |
|---------------------------------------|
|                                       |
|                                       |

# The Minimum-Viable Day

For days when energy or attention is limited, define a small version of success.

|                                        |
|----------------------------------------|
| If I only do three things, they are... |
|                                        |
|                                        |
|                                        |

|                                  |
|----------------------------------|
| A task I can shrink to 5 minutes |
|                                  |
|                                  |
|                                  |

|                                    |
|------------------------------------|
| Something kind I can do for myself |
|                                    |
|                                    |

|                                  |
|----------------------------------|
| What can wait until another day? |
|                                  |
|                                  |

# Make a Task Less Overwhelming

|                        |
|------------------------|
| The task I am avoiding |
|                        |
|                        |

|                          |
|--------------------------|
| What makes it feel hard? |
|                          |
|                          |

Tiny steps (start with the easiest):

|                                          |
|------------------------------------------|
| ■ Open the file / find the materials.    |
| ■ Set up the space.                      |
| ■ Do one tiny part.                      |
| ■ Pause and decide whether to continue.  |
| ■ Save progress and write the next step. |

|                          |
|--------------------------|
| My first 2-minute action |
|                          |
|                          |

# Focus Session

Use a short, adjustable session. You can stop after the first block.

|                                                       |            |
|-------------------------------------------------------|------------|
| What I will work on                                   |            |
|                                                       |            |
|                                                       |            |
| Focus time                                            | Break time |
|                                                       |            |
|                                                       |            |
| ■ Phone / distractions placed out of reach if useful. |            |
| ■ Materials ready.                                    |            |
| ■ One tab or task open.                               |            |
| ■ I know the next action.                             |            |
| What I got done                                       |            |
|                                                       |            |
|                                                       |            |
|                                                       |            |
| Next step for later                                   |            |
|                                                       |            |
|                                                       |            |

# Distraction Parking Lot

When another thought appears, capture it here and return to the task if you choose.

# Energy & Attention Map

Notice patterns without judging them. This is an observation page, not a scorecard.

| When I tend to have more energy | When I tend to need a break |
|---------------------------------|-----------------------------|
|                                 |                             |
|                                 |                             |
|                                 |                             |
|                                 |                             |

| Tasks that fit low-energy times |
|---------------------------------|
|                                 |
|                                 |
|                                 |

| Tasks that need my best focus |
|-------------------------------|
|                               |
|                               |
|                               |

| One adjustment to try |
|-----------------------|
|                       |
|                       |

# My Reset Menu

Pick one small reset that fits the moment. You do not have to earn a break.

| 2-minute resets | 10-minute resets |
|-----------------|------------------|
|                 |                  |
|                 |                  |
|                 |                  |
|                 |                  |
|                 |                  |

| People I can contact | Comforting places / activities |
|----------------------|--------------------------------|
|                      |                                |
|                      |                                |
|                      |                                |
|                      |                                |

| The reset I will try first |
|----------------------------|
|                            |
|                            |

# Helpful Reminders

- I can begin before I feel fully ready.
- A smaller step still counts.
- My plan is allowed to change.
- Rest is part of a sustainable routine.
- I do not need to catch up on every missed page.
- Progress can be uneven and still be real.
- Asking for help is a valid strategy.

## A reminder I want to see often

|  |
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## Words I would say to a friend in my situation

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# Decision Helper

When everything feels urgent, use this page to choose a next step.

|                               |                              |
|-------------------------------|------------------------------|
| What decision am I facing?    |                              |
|                               |                              |
|                               |                              |
| What matters most?            | What information is missing? |
|                               |                              |
|                               |                              |
|                               |                              |
| Options I can choose          | The smallest safe next step  |
|                               |                              |
|                               |                              |
|                               |                              |
| I will decide by / revisit on |                              |
|                               |                              |

# Project Planner

| Project name and outcome |
|--------------------------|
|                          |
|                          |

| Why it matters / who is involved |
|----------------------------------|
|                                  |
|                                  |

| Milestones and next actions |
|-----------------------------|
|                             |
|                             |
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| What could get in the way? What support would help? |
|-----------------------------------------------------|
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|                                                     |

# Appointment / Meeting Prep

|                          |
|--------------------------|
| Date, time, place / link |
|                          |

|                                  |
|----------------------------------|
| What I need to bring or remember |
|                                  |
|                                  |
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|-------------------------|
| Questions I want to ask |
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|---------------------------------|
| Follow-up actions and deadlines |
|                                 |
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|                                 |

# Simple Spending Check-In

Use this to notice where money goes; adapt categories to your life.

| Expected income | Planned essentials |
|-----------------|--------------------|
|                 |                    |
|                 |                    |
|                 |                    |

| Expense / category — amount — need or want |
|--------------------------------------------|
|                                            |
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| One small money decision for this week |
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|                                        |
|                                        |

# Weekly Review

| What went better than expected? |
|---------------------------------|
|                                 |
|                                 |
|                                 |

| What felt difficult, and what did I learn? |
|--------------------------------------------|
|                                            |
|                                            |
|                                            |

| Wins I want to remember | Things to carry forward |
|-------------------------|-------------------------|
|                         |                         |
|                         |                         |
|                         |                         |

| One thing to make easier next week |
|------------------------------------|
|                                    |
|                                    |

# Monthly Review

Month: \_\_\_\_\_

| My three wins |
|---------------|
|               |
|               |
|               |

| What used my time or energy? |
|------------------------------|
|                              |
|                              |
|                              |

| What should I stop, start, or continue? |
|-----------------------------------------|
|                                         |
|                                         |
|                                         |

| A kind intention for next month |
|---------------------------------|
|                                 |
|                                 |

# Notes & Ideas

Capture ideas without needing to organize them immediately.

| Notes |
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## Extra Notes

# Home & Life Admin

| Home tasks | Errands / calls / messages |
|------------|----------------------------|
|            |                            |
|            |                            |
|            |                            |
|            |                            |
|            |                            |

| Food / groceries | Things to prepare ahead |
|------------------|-------------------------|
|                  |                         |
|                  |                         |
|                  |                         |
|                  |                         |

| What can I simplify, automate, or ask someone to help with? |
|-------------------------------------------------------------|
|                                                             |
|                                                             |
|                                                             |

# You Can Begin Again

A planner is here to support your life—not to become another standard you have to meet.

| What I learned about what works for me |
|----------------------------------------|
|                                        |
|                                        |
|                                        |
|                                        |

  

| The next small step I want to take |
|------------------------------------|
|                                    |
|                                    |

Created as a printable planning resource. Personalize, print, and reuse the undated pages as needed.