

Planning Guide: Overview

Introduction

Planning. A word that many neurodivergent people fear. And it can be really hard. Unless you find the way that works for your brain. Because if it's someone else's way, let's be real: it's not going to happen.

The right way is whatever you usually have on hand and will want to use. It doesn't have to be pretty. It just has to work. If one way doesn't work for you, try not to get discouraged. Get curious, reflect on why, and try something else. Eventually, something will stick. Some people like to use a physical planner. Others like to use other tools, including:

- The reminders, notes, and calendars on their phones
- A Whiteboard
- A good old notepad or notebook

And remember to be flexible. If something urgent comes up, add it to your list as a priority and deal with it ASAP.

Most experts agree there are three basic steps to planning—and many people with ADHD (including myself) find them incredibly helpful. Here's a quick overview, and in the planning guides I'll share ideas for tackling each step.

Overview of the 3 Planning Steps

1. Know Yourself
 - a. Know your strengths and challenges
 - b. Know your values
 - c. Have healthy habits
2. Weekly planning
 - a. Check your calendar
 - b. Make your weekly list
 - c. Rank your weekly list
 - d. Schedule your list

3. Daily planning
 - a. Make your daily list
 - b. Rank your daily list
 - c. Schedule your day

Other Ways to Step Up Your Planning Game

- At the beginning of each month, make a list of things you know that are coming up.
- Break down big tasks with deadlines (either real or your own) into smaller steps. You also do this whenever something with multiple steps comes up.

All Planning Guide References

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