

ADHD & YOU

Project Planner

Children who experience the core symptoms of ADHD (inattention, hyperactivity, and impulsivity) may need help with school-related matters. For example:

Children With ADHD May:

- Have trouble with organization
- Avoid tasks requiring sustained mental effort
- Have difficulty paying attention to details
- Be forgetful

This Tool Was Developed to Help Children With ADHD:

- Organize their projects by breaking the projects down into smaller steps and due dates
- Keep track of the supplies they need to complete each step
- Stay on schedule



How to Use This Tool:

- 1 Print out a copy of this tool for a child with ADHD and review each of the steps with him or her.
- 2 Show the child how to use the grid in Step 2 to keep track of his or her progress.
- 3 Provide help as needed.

Project Planner

Name: _____ Date: _____

Project: _____ Due Date: _____

Step 1: Think About What You Need to Do

Before you begin any project, it may be helpful to think about **what you will need to do to complete the project** and **what supplies you will need** to work on each part.

Instructions:

List the parts of the project and the supplies you will need to complete each part in the grid below. Do not worry about the order of this list for now.

What do you need to do to complete the project? What are its parts?	What supplies do you need?
1. <i>Make a poster</i>	<i>Poster board, construction paper, markers, glue</i>
2. _____	_____
3. _____	_____
4. _____	_____

Step 2: Put the Parts in Order, and Figure Out How Long It Will Take to Do Each

Instructions:

Figure out the order in which you need to complete the tasks listed in Step 1. List them in order in the space provided below. You can ignore the last 2 columns in this grid for now. You will fill them out when you are working on Step 3 and Step 5.

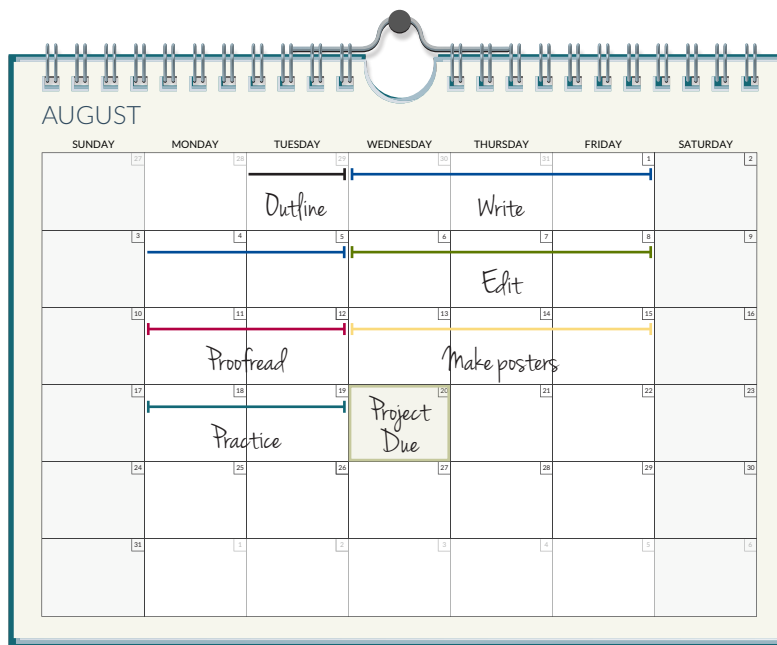
Parts of the project that must be done to complete it	How long will this take?	Must be completed by	Finished?
1. <i>Draft outline</i>	<i>1 day</i>	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____

Step 3: Use a Calendar to Figure out When You Must Complete Each Part to Finish the Project on Time

Instructions:

Use a calendar like the one shown below to figure out when you need to complete each part of the project.

1. Start by marking the project due date that you listed on the first page on the calendar below.
2. Work backward from that due date to figure out when you should work on each smaller part of the project.
For example, if the last thing you listed was "Practice oral report," and you need 2 days to do this, mark the 2 days you need to practice on the calendar.
3. Do this for each part of the project, so you can figure out when you need to start working on the project to finish it on time. If it helps, color code each part.
4. When you are finished, write the due date for each part in the grid shown in Step 2.



Make sure to tell your parents or caregivers about your project and its due date

Step 4: Make Sure You Have All the Supplies You Need

Ask a parent or caregiver if you need help getting supplies.

Step 5: Keep Track of Your Progress

When you are done with each part of the project, mark it as completed in the grid shown in Step 2. Talk to a parent or caregiver if you feel like you are having trouble staying on track.