



Ballast adult ADHD toolkit

Focus Flow

A daily operating system for attention, energy, and follow-through.

Start with today

A day in three layers

01 One anchor

02
Two supports

03
One kindness

Useful on a real Tuesday.

Practical, psychologically informed tools for building a life that works with your brain.

Do not plan for an imaginary brain

What kind of day is this?

Choose the state that is most true right now. Then use the matching plan.

Clear

I can think and choose. Protect one meaningful focus block.

☐ This is closest

Scattered

Everything feels equally loud. Capture, choose, close the rest.

☐ This is closest

Stuck

I know the task. I cannot begin. Shrink the entry step.

☐ This is closest

Depleted

The fuel tank is low. Stabilize before optimizing.

☐ This is closest

Overloaded

There are too many open loops. Reduce the field.

☐ This is closest

Hyperfocused

I cannot disengage. Install a landing signal.

☐ This is closest

The daily page

One anchor, two supports, one kindness

A full list hides priorities. A layered plan makes the shape of the day visible.

1. The anchor

If only one meaningful thing moves today, let it be this. Choose an outcome, not a category. Example: Send the revised proposal, not work on proposal.

Today's anchor

2. Two supports

Small actions that keep life from becoming harder tomorrow.

☐ Support 1 _____

☐ Support 2 _____

3. One kindness

Fuel, movement, connection, margin, or rest.

Kindness to future me

Done enough

The anchor has a first step. The supports are small. The kindness is scheduled or visible.

 The focus block

Make attention easier to enter

Use one block. Do not build a cathedral of timers.

- | | | | |
|----------|---|----------|--|
| 1 | When to use
A task matters and needs protected attention. | 2 | Start here
Name the visible first action. |
| 3 | Done enough
One honest block, even if unfinished. | 4 | Next move
Leave a breadcrumb for re-entry. |

The 25 + 5 experiment

Set 25 minutes for one task. Put capture paper nearby. Each unrelated thought goes there, not into a new tab. At the bell, stand up for 5 minutes. Continue only by choice.

The task / visible first action

Distractions to capture, not follow

Breadcrumb: when I return, I will...

 The open-loop dock

Your brain is for thinking, not storage

Capture in one trusted place. Sort later. The first job is to stop rehearsing everything.

Quick capture - tasks, worries, ideas, reminders

Sort later

Do Under 5 minutes and timely	Plan Needs a date or next action
Delegate Someone else owns it	Park Not now, not lost

Rule of one home

Pick one capture home for the week. Notes app, paper notebook, or task app. Multiple perfect systems become one large scavenger hunt.

 The 20-minute harbor check

Make next week easier to enter

Set a timer. Stop when it rings. A partial reset still counts.

- | | |
|---|---|
| ☐ Clear one physical landing zone | ☐ Review calendar for fixed commitments |
| ☐ Choose three outcomes for the week | ☐ Break each outcome into one next action |
| ☐ Check medication and essential refills | ☐ Identify one likely bottleneck |
| ☐ Schedule one recovery block | ☐ Send one message that prevents avoidable trouble |

The three outcomes that would make the week feel honest

Likely bottleneck + one support

Low-energy version

Look at the calendar. Choose Monday's anchor. Put one needed object where you will see it.

 Keep this page visible

The whole system at a glance

When the system feels too large, use only the line that matches now.

I am scattered

Write every open loop for 3 minutes. Circle one.

I am stuck

Make the start smaller than seems respectable.

I am depleted

Water, food, medication as prescribed, bathroom, then reassess.

I am overloaded

Cancel, defer, delegate, or shrink one demand.

I am hyperfocused

Set a stopping alarm and write the re-entry breadcrumb.

I lost the day

Choose one repair that makes tomorrow kinder.

I lost the week

Return without trial. Reset the next hour.

Use + evidence / Keep the tool, drop the verdict

Support, not a scorecard

These pages are experiments. A tool that does not help is data about fit, timing, context, or support needs. It is not evidence that you are lazy or incapable.

This resource is educational

It is not a diagnostic test or a substitute for individualized medical or psychological care. ADHD can overlap with anxiety, depression, trauma, sleep disorders, substance use, learning differences, and medical conditions. If symptoms are new, worsening, or unsafe, talk with a qualified healthcare professional.

The evidence base behind the design

Current guidance supports multimodal care tailored to the person and environment. Medication and psychosocial interventions, including cognitive behavioral approaches, may be useful. Environmental modifications, planning and organization skills, sleep, movement, and ongoing monitoring can support day-to-day functioning. No worksheet replaces comprehensive care.

Selected sources

[CDC. ADHD in Adults \(reviewed Sept. 2026\).](#)

[NIMH. Attention-Deficit/Hyperactivity Disorder \(ADHD\).](#)

[NICE Guideline NG87. Attention deficit hyperactivity disorder: diagnosis and management.](#)

[AADPA. Australian Evidence-Based Clinical Practice Guideline for ADHD.](#)

[Faraone et al. World Federation of ADHD International Consensus Statement. 2021.](#)

Urgent support

If you may harm yourself or someone else, call or text 988 in the United States, call 911, or go to the nearest emergency department.