

# **Executive Function Planner**



**Finding Peace within the  
Pieces**

# Welcome to your Executive Function Planner!

## Quick Start Instructions



Executive function challenges can make it tough to organize, prioritize, and follow through.



This planner is designed to break things down into small, manageable steps.



Use it daily or weekly — whatever fits your life best.

## Tips for use:

- Fill it out at the same time each day (morning or evening).
- Keep it in one visible place or saved digitally.
- Focus on progress, not perfection.

# Daily Planner

## Today's Priorities (Top 3)

- ☐ 1. \_\_\_\_\_
- ☐ 2. \_\_\_\_\_
- ☐ 3. \_\_\_\_\_

## Time Blocks

(Use for appointments, work, chores, or self-care — visual blocks help)

Morning:

Afternoon:

Evening:

|  |  |  |
|--|--|--|
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## Quick To-Do List:

Small task I can finish in < 5 minutes:

---

One important thing for work/school:

---

One thing for home/personal:

---

## Self-Care Check-In

Sleep: \_\_\_ hrs | Movement: \_\_\_ min | Water: \_\_\_ cups

“One thing I’ll do for myself today is: \_\_\_\_\_.”

# Weekly Planner

This Week's Goals: Big thing I want to accomplish:

---

Steps to get there:

1. 

---
2. 

---
3. 

---

Habits Tracker (check off each day):

| Habit        | M | T | W | Th | F | Sa | Su |
|--------------|---|---|---|----|---|----|----|
| Sleep 7+ hrs |   |   |   |    |   |    |    |
| Take breaks  |   |   |   |    |   |    |    |
| Hydrate      |   |   |   |    |   |    |    |
| Move body    |   |   |   |    |   |    |    |

Reflection Box:

Wins from this week:

---

What I'd like to adjust:

---

## **Extra Tips for Success:**

This planner is designed to help you stay organized, reduce overwhelm, and create structure that works with your brain.

Here's how to get started in three simple steps:

### **Step 1: Pick a Consistent Time**

Choose one time each day to fill out the planner — morning to plan your day or evening to set up tomorrow. Consistency helps build the habit.

### **Step 2: Focus on Your Top 3**

Write down the three most important things you want to get done today. This keeps your to-do list realistic and achievable, instead of overwhelming.

### **Step 3: Add Self-Care**

Check in with your sleep, water, and movement. Even small steps (like a 5-minute walk or an extra glass of water) can boost focus and energy.

# Executive Function Hacks

- Use timers to help you start tasks.
- Break bigger tasks into micro-steps.
- Celebrate small wins — progress matters more than perfection!

Your planner is a tool to support you —  
not to add pressure.  
Use it in a way that feels helpful for you.



You don't have to do it all alone.  
If you'd like more personalized strategies, consider  
scheduling a free consultation at  
**[alignedmosaic.com](https://alignedmosaic.com).**