

The ADHD Time & Routines Worksheets

The printable set from The ADHD Time & Routines
Workbook (First edition)

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First edition worksheet set

Portions of this text were drafted with AI assistance and edited by the author.

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How to Use This Set

These are the thirteen worksheets from *The ADHD Time & Routines Workbook*, Worksheet 0 (Your Anchors) through Worksheet 12 (The Reset), one to a page, for printing as often as you like. Each page repeats only the rule line and the two-minute box; the made-up people, the tables, and the reasons are in the book. Print in black and white on letter paper at 100 percent, not “fit to page,” and keep the pages where you keep your keys.

This set is educational. It is not medical, psychological, or ADHD treatment advice. # Worksheet 0. Your Anchors

Rule on this page: an anchor is an event, not a time. Seven anchors, filled in once, reused by every routine in the book. *Time: about five minutes.*

The two-minute version. Write down the one thing that happens on every working day, day shift or night, that you would notice if it did not happen. That is your first anchor. The rest can wait.

My first anchor: _____

Anchor	What it is for me	On a day run	On a night run (or a different shift)
Wake			
Leave			
Clock in			
Break			

Anchor	What it is for me	On a day run	On a night run (or a different shift)
Clock out			
Sit down			
Bed			

Worksheet 1. Your Real Day

Rule on this page: plan around the day you actually have. Measure one ordinary day, once. Count the in-between. Attach routines to anchors, not clock times. *Time: two minutes for the box; about ten minutes for the full page, spread across one day.*

The two-minute version. Skip everything below except this. Tomorrow morning, note the time your alarm goes off and the time you actually leave. Subtract. That number is your morning in-between. Move your alarm by that many minutes. Done. Come back to the rest of this page whenever, or never.

Alarm: _____ Left: _____ In-between: _____ minutes. New alarm time: _____

Line 1. Pick a day. An ordinary shift, not a day off. Date: _____
Shift: _____ to _____

Line 2. Set your anchors. Five events that happen on every working day no matter which shift it is. Dez used: alarm, clock in, first break, clock out, bed. If you drive, “engine on” is a good one. If you have kids, “kids out the door” is a good one. If you fall asleep on the couch, “the first time I sit down at home” is the one to use.

- | | | |
|----------|----------|----------|
| 1. _____ | 2. _____ | 3. _____ |
| _____ | 4. _____ | 5. _____ |
| _____ | | |

Line 3. The day. One row per anchor, filled in when its alarm goes off.

Anchor	What I planned	What actually happened	Minutes I didn't plan for

Set a phone alarm for each anchor at today's shift times, labeled "write it down" (a watch alarm if the phone spends the shift in a locker). Two minutes each. If you miss a row, leave it blank. Three rows is enough. (Alarms wear out for everyone, and fast. That is why this page asks for one day, not a habit.)

Line 4. My in-between number. Look at the row that matters most (for most people it is the first one). Minutes I didn't plan for: _____. Dez's was 26.

Line 5. The one move. Do not fix the in-between. Give it its number. Which anchor moves, and by how many minutes? _____ moves by _____ minutes.

Line 6. One anchored routine. Pick one anchor from Line 2 and attach three steps to it, each under thirty seconds. Dez's: "first time I sit down at home" → phone to kitchen, badge on hook, lunch bag out.

When I _____, I will: 1. _____
2. _____ 3. _____

If you only did the two-minute box, you are done with this module. If you did the whole page, do not do it again tomorrow. Do it again in a month, or when your schedule changes.

Worksheet 2. The Leak

Rule on this page: find every repeating charge, give it a face (keep, cancel, unknown), and move what you keep to land two or three days after payday. *Time: two minutes for the box; about forty minutes for the full page, with your banking app open.*

The two-minute version. Open your banking app. Find one charge you do not recognize, or one thing you pay for and have not used this month. Write it here. That is the whole exercise for today.

Charge: _____ Amount: \$ _____ Keep / Cancel /
Unknown (circle one)

If you circled Unknown, the next two-minute version is: call the number on the back of your card and ask what it is.

Line 1. My paydays. I get paid on: _____ and _____ (or: every _____ days).

Line 2. My best bill date. Two or three days after my main payday: _____. Marisol's was the 17th.

Line 3. The highlight. Open three months of statements. Highlight every charge that appears more than once. Write them below. Do not write the one-offs. If the list runs long, stop at eight; the eight you find first are usually the eight that matter.

Charge (as it appears)	Amount	Shows up on	Keep / Cancel / Unknown	New date

Line 4. The cancel total. Add the Cancel amounts: \$ _____ a month. Times 12: \$ _____ a year. Marisol's: \$85.94 and \$1,031.

Line 5. The unknown pile. Number of charges I could not identify: _____. Each one is a six-minute phone call. Date I'll make the first one: _____

Line 6. The moves. For each Keep, the new date goes in the last column of Line 3. Look under "billing" or "payment settings" in the account. If there is no date option, cancel and sign up again on the right day. Do them one at a time. One a day is plenty.

Line 7. When to look again. Not monthly. Put a note in your calendar for six months from today: _____. Charges creep back; the list does not need to be kept alive between checks.

Line 8. The free-trial rule. From today: the moment I sign up for a trial, I set a phone alarm for two days before it ends, named after the service. No alarm, no trial. My next trial ends on: _____

If you only did the two-minute box, that was the module. One cancelled charge you did not need is the point. The full page is for a Sunday with coffee.

Worksheet 3. The Hours Before

Rule on this page: a later shift eats the hours before it unless they have an end that is yours. One front anchor, one block, one end alarm at least forty-five minutes before you have to leave. *Time: two minutes for the box; about five minutes for the full page, the night before or the morning of.*

The two-minute version. Name one thing. Set one alarm for an hour before you have to leave, with a different sound from your leave alarm. Do the thing. When the alarm goes, stop, whatever state the thing is in. Then wait; you are allowed.

One thing: _____ End alarm: _____ Leave: _____

Line 1. My late shift. Starts at _____. I need to leave at _____.
Wake, usually: _____.

Line 2. My front anchor. The thing that happens every late-shift morning, after which the block starts. Marisol's is "coffee done." Mine:

Line 3. My end alarm. At least forty-five minutes before I leave, a different sound from the leave alarm: _____. (Marisol: 12:15 for a 1:00 leave.)

Line 4. The one thing. Chosen before the block, small enough to finish inside it. If it has stages, name the stage, not the task: "laundry to the dryer," not "laundry."

Late-shift day	The one thing	Done by the alarm?	What I did with the wait

Line 5. The wait. After the end alarm, waiting is the plan. Write down one thing you like doing that fits in forty-five minutes and needs no finishing: _____. That is what the wait is for.

If you only did the two-minute box, you did the module. One finished thing before a late shift is the point. Do not add a second thing next week. Add it the week after, if the first one held.

Worksheet 4. The Launch Pad

Rule on this page: when the morning is made of searches, give tomorrow one place by the door and fill it at your sit-down anchor the night before. *Time: two minutes for the box; about ten minutes for the full page, plus one trip to buy or clear a shelf.*

The two-minute version. Tonight, before you sit down, put your keys and your badge (or whatever you searched for last time) in one spot by the door. Those two only. Tomorrow, notice whether you searched.

Two things by the door tonight: _____ and _____

Line 1. My in-between. From Worksheet 1, or measured fresh: _____ minutes. If it is under 30, Module 1's alarm move is probably enough. If it is over 30, keep going.

Line 2. The searches. Everything you looked for in the last three mornings. Not what you forgot; what you looked for.

Thing	Where it was	How long the search took

Line 3. The place. One spot by the door I leave from. A shelf, a hook rail, a box, the top of the shoe cabinet: _____. It has to be on the way out, not on the way to anything.

Line 4. The shelf, left to right. Five things, in the order I will pick them up.

1. _____ 2. _____ 3. _____ 4. _____ 5.

Line 5. The anchor that fills it. From Worksheet 0. Theo's is "first time I sit down." Mine: _____

Line 6. Night-run version. If anyone is asleep when I leave, or if I leave in the dark: the light I will not turn on: _____; the thing I will make the night before: _____; where my shoes go: _____.

If you only did the two-minute box, that was the module. Two things by the door is the whole idea. Add the third when the first two have been there a week.

Worksheet 5. From Sit-Down to Bed

Rule on this page: bedtime starts at sit-down, not at a clock time. Two steps added to the sit-down routine, one of them a light on a timer. *Time: two minutes for the box; about ten minutes for the full page, plus one lamp timer (about eight dollars).*

The two-minute version. Tonight, before you sit down, put the phone on a charger in a different room. If the phone is your alarm, an eight-dollar clock is the trade, and Module 1 already made it. That is the whole exercise. Tomorrow, notice what time you went to bed.

Phone charger moved to: _____ Bed, tonight: _____

Line 1. My sit-down anchor. From Worksheet 0. Usually: _____ on a day run, _____ on a night run.

Line 2. My couch number. Planned bed _____. Actual bed, last three nights: _____, _____, _____. Minutes lost, average: _____. (Dez's was 100.)

Line 3. My sit-down routine, extended. Steps 1 to 3 from Worksheet 1, plus:

Step	What	Where it goes
4	The light that goes off (or on) by itself, at _____	

Step	What	Where it goes
5	The last standing-up thing (clothes on the chair, or _____)	

Line 4. Night-run version. On a night run, my “bed” is _____ a.m. The light that ends the sitting window: _____. Everything else on this page stays the same.

Line 5. The number a week later. Actual bed, three nights, after a week: _____, _____, _____. Minutes back: _____. Sixty is a good week.

If you only did the two-minute box, that was the module. The phone in another room is most of it. The lamp is next week.

Worksheet 6. The Recovery Day

Rule on this page: the day after nights is a shift with no clock-in. Three anchors, one optional errand, and a written line for everything that is not today. *Time: two minutes for the box; about five minutes for the full page, on waking.*

The two-minute version. When you wake, before the phone, write down one meal and one time you will do the sit-down routine. That is the day. Everything else goes on a list you close.

One meal at: _____ Sit-down routine at: _____

Line 1. My run. Nights I worked: _____ to _____. Next shift: _____ at _____, which means bed tonight by about _____.

Line 2. Three anchors.

Anchor	Time	What
Wake		nothing owed
One meal, sitting down		
One transition (sit-down routine, early)		

Line 3. Not today. Everything the list wants. Written here so it stops circling. It will be here tomorrow.

Line 4. One errand, only if the meal or the transition needs it. _____ (If nothing needs it, this line stays

blank and that is correct.)

Line 5. Couch, allowed from: _____. Light off at: _____.

If you only did the two-minute box, that was the module. A meal and a transition make a recovery day. Next: the twelve hours in the middle of the shift.

Worksheet 7. The Pocket Card

Rule on this page: on a shift with no desk, the plan is a card with three things, read at anchors that already exist, kept somewhere it gets in the way. *Time: two minutes for the box; about ten minutes for the full page; the printed card is at the back of the book.*

The two-minute version. Write the one thing you missed on your last shift on a sticky note. Put it behind your badge, in your coat pocket, or on the visor. Read it at your first break tomorrow.

The	one	thing:	_____	Where	it	goes:	_____
-----	-----	--------	-------	-------	----	-------	-------

Line 1. What gets missed. The last three shifts. Not everything that went wrong; the things that went wrong the same way twice.

Shift	What got missed	When it could have been done

Line 2. My three. The three that appear most, in the order they can be done in one break.

1. _____ 2. _____ 3. _____

Line 3. My anchors on the shift. Clock in / before service / engine on: _____. Break / the lull: _____. Clock out / close: _____.

Line 4. The card.

Anchor	The line
Start:	“Read this at the break.”
Break:	(the three, nine words or fewer)
End:	(the hand-off: what tomorrow’s me needs to know, three lines, written before I leave)

Line 5. Where it lives. Somewhere it is in the way:
 _____. Not the wallet.

Line 6. The break snack. Packed cold at sit-down the night
 before: _____.

If you only did the two-minute box, that was the module. One sticky note behind a badge is a pocket card. Print the real one when the sticky note has survived a week.

Worksheet 8. Minimum Viable Day Off

Rule on this page: three anchors (wake, one block, dinner), every chore cut to the version that ends the problem, and a written line for what is not today.
Time: two minutes for the box; about ten minutes for the full page, the night before or over breakfast.

The two-minute version. Pick one chore. Write its smallest useful version next to it. Do that version during the first hour you are home alone or the first nap. Nothing else is owed today.

Chore: _____	Smallest	useful	version: _____
--------------	----------	--------	----------------

Line 1. My three anchors. Wake (or whoever wakes me): _____.
 One block (a nap, a partner's shift, an empty house): _____ to _____.
 Dinner: _____.

Line 2. The chores, cut down.

The chore	Full size	Minimum viable	Minutes
Laundry	washed, dried, folded, put away	washed and dried, in a basket	
Food	a week meal-prepped	bought and in the fridge	

The chore	Full size	Minimum viable	Minutes
Floor / mess	cleaned	cleared so the room works	

Line 3. The block. Chores first, at minimum size, then a timer for the rest of the block. Timer set for: _____. The rest is rest.

Line 4. Borrow a body. If the block will not start: who I can be on the phone with, or who can sit at the table: _____.

Line 5. Not today. The full-size versions and everything else. They go to a sit-down routine this week: which night: _____.

If you only did the two-minute box, that was the module. One chore at its smallest size is a day off that worked. The second chore is next Saturday.

Worksheet 9. Three Numbers

Rule on this page: three numbers, once a month, on the day after your moved bills clear, from the bank's list: what lands, what leaves on the moved dates, what is left. *Time: two minutes for the box; about six minutes for the full page, banking app open.*

The two-minute version. On the day after your moved bills clear, open the banking app and write down the balance. That is your "left" number. Divide by the days until the next payday. That is your day.

Left: \$ _____ ÷ _____ days = \$ _____ a day

Line 1. My dates. Paydays (from Worksheet 2): _____ and _____. Moved bill dates: _____ and _____. The day I read the numbers, the day after the bills clear: _____.

Line 2. The three numbers, this month.

Number	What counts	This month
Lands	paychecks, tips, anything in	\$
Leaves	everything on the moved dates, rent included, savings transfer included if there is one	\$
Left	lands minus leaves	\$

Line 3. My day. Left $\div$ days until the next payday = \$ _____ a day.
(Marisol's: \$106.) Next month, same three lines, on: _____.

If you only did the two-minute box, that was the module. One "left" number and one "a day" number is a budget.

Worksheet 10. Three Faces

Rule on this page: open everything, sort by face (needs nothing, needs money, needs a call), give each face a home, and make the calls last, one at a time, with someone in the room if that helps. *Time: two minutes for the box; about fifteen minutes for the full page, with the pile on the table.*

The two-minute version. Open one envelope from the pile. Decide its face. Put it in its home. Stop.

Opened: _____ Face: nothing / money / call Home: _____

Line 1. The pile, opened. Every piece, one line each. Do not act on anything yet.

Piece	Face (nothing / money / call)	What it wants	Home

Line 2. Needs money. Each one is a date and an amount. Date I will add it to the moved-date list (Worksheet 2): _____.

Line 3. Needs a call. Number of calls: _____. Each one is six minutes or less. The one-line question for each:

Letter	Who to call	The one question

Line 4. The first call. Date and time, at an anchor: _____. Person in the room, if it helps: _____.

Line 5. From now on. New mail gets its face at this anchor: _____ (Marisol: sit-down; the mail is by the door).

If you only did the two-minute box, that was the module. One envelope with a face is the pile started. The second envelope is tomorrow's box.

Worksheet 11. The Handoff

Rule on this page: one page for the person you live with: your anchors, the shelf, and at least one thing that is theirs. Stuck where the shelf is. *Time: two minutes for the box; about ten minutes for the full page, written together if that is possible, alone if it is not.*

The two-minute version. Tell the person one sentence: “The [keys, badge, bag] will be on the [shelf, hook] by [anchor] from now on. If it’s not there, that’s what to say to me.” Then put it there tonight.

The thing: _____ The place: _____ The anchor: _____

Line 1. Who this page is for: _____ **Where it lives** (next to the shelf, the fridge, inside the door): _____

Line 2. The page.

What	Whose	Where and when
	mine	
	theirs	
	both	
The sentence that gets retired:		replaced by:

Line 3. The morning belongs to: _____

(one name; if you have kids, this is whose anchor “kids out the door” is).

If you only did the two-minute box, that was the module. One sentence and one thing in one place is a handoff. Pocket card 7, at the back, is the blank page for the door. Next: what erodes two weeks later.

Worksheet 12. The Reset

Rule on this page: at two weeks, measure the tool again; if it eroded, find the one thing that moved and move it back. When the schedule changes, redo Worksheet 0, not the routines. *Time: two minutes for the box; about ten minutes for the full page, once a fortnight.*

The two-minute version. Pick one tool you put in. Take its number again (door time, bed time, things done by the alarm). If it moved, name one thing, not the whole routine, that is different from week one.

Tool: _____ Week one: _____ Now: _____ The one thing:

Line 1. The two-week check.

Tool (module)	Week one number	Week two number	The one thing that moved	The move back

Line 2. Schedule change. New hours from: _____. Worksheet 0 redone on: _____. Anchors that disappeared, and where their routines moved: _____

Line 3. Six-month money check. Date from Worksheet 2, Line 7: _____. One charge found: _____.

Line 4. The line. A month of two-minute versions done: yes / no. In-between number moved: yes / no. Couch: _____ nights of five. A letter from a court or a collector in the pile: yes / no. If the answers point the wrong way, the next step is a person: _____

If you only did the two-minute box, that was the module. Once a fortnight, one tool, one number. That is maintenance.