MeinSystem

Free tool · AuDHD · Daily planner

AuDHD daily planner: combine fixed anchors with flexible capacity

This daily planner separates stable anchors from a flexible task pool. The day remains readable when energy, attention, or sensory capacity changes.

Date / day _____

Steps to check off

- [ ] 01 Check energy, sensory load, and current activation
- [ ] 02 Add fixed appointments, travel, and transitions
- [ ] 03 Protect food, water, medication, and breaks
- [ ] 04 Turn one necessary task into a concrete starting action
- [ ] 05 Keep no more than two flexible options available
- [ ] 06 Leave a buffer before or after high demand
- [ ] 07 Choose only the next visible step

Short version for hard days

- [ ] Show only fixed appointments and basic care
- [ ] Choose one necessary action or an intentional cancellation
- [ ] Remove every remaining task from today's view

My own steps

- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____

Tips for adapting it

- Separate fixed anchors clearly from optional tasks.
- Keep the flexible pool small enough for a quick choice.
- Treat travel and task switching as real time blocks.
- Replan from now instead of catching up with an ideal day.