

TIME BLINDNESS

Backwards Planning

EXERCISE 11

Most people plan forward ("I'll start now"). ADHD brains often need to plan backward from the finish line to see the hidden steps and a realistic timeline.

STEP 1: WRITE YOUR DEADLINE

WHAT'S DUE? _____

DATE & TIME: _____



Step 2: List the Hidden Steps

BREAK THE TASK INTO EVERY COMPONENT IT SECRETLY REQUIRES.

01. _____

02. _____

03. _____

04. _____

05. _____

06. _____

TURN OVER TO MAP THE TIMELINE →

The Path to Start

Step 3: The Reverse Timeline

Work backwards from the deadline. (Tip: If you're unsure how long a step takes, double your guess.)

A vertical timeline diagram with a light blue background. At the top is a pink rounded rectangle containing the text "THE DEADLINE" on the left and "DATE/TIME?" on the right. Below this are three horizontal lines, each preceded by a grey circle on the left and followed by "DATE/TIME?" on the right. At the bottom is a light blue rounded rectangle containing the text "START HERE" on the left and "DATE/TIME?" on the right.

STEP 4: BUFFER TIME

Add space between steps (The ADHD tax).

- INCLUDES BREAKS
- RECOVERY TIME

STEP 5: FIRST TINY ACTION

What is the very first thing I do?

"Planning backwards makes the path visible and protects you from panic."