



14 Simple Steps to Planning a Project

Whether or not you have ADHD, projects can be overwhelming. Use this checklist and the attached worksheet to plan your next project in 14 simple steps. You can use this for planning many different projects... school assignments, studying for tests, dinner parties, and work projects to name a few.

- List all of the steps that you need to complete in your project. Keep the steps small.
- After you complete your list, leave it and work on something else.
- Return to your list later - preferably tomorrow.
- Review the list to ensure you captured all of the steps.
- Add steps where necessary and consider breaking steps into smaller steps.
- Ask a colleague, friend or other trusted person to review your list, ask you questions and add to the list.
- Give your list a final review to ensure you have captured everything.
- Decide the order in which the tasks need to be done.
- After you order the list, leave the list again and work on something else.
- Return to your list - preferably tomorrow.
- Finalize the order of tasks.
- Assign a date to each task. Aim for one task per day. Small steps will get you to your goal without overwhelming you!
- Start! Even if your plan isn't perfect, go ahead and get started. You can revise it as needed.
- Celebrate milestones and completion!

What project do you need to start? You can use the worksheet on the attached page to plan your project. Get started today and let us know how your project planning is progressing. [Contact Laura Rolands](#) if you would like to discuss how coaching can help you achieve your goals.

