Classroom idea with printables · ADHD

The Weekly Planner

keeping track of deadlines and homework

Middle school | High school | Helpful for ADHD, good for the whole class

What you need

- Printer
- A hole punch, so the pages fit in a binder
- A set time each week, for example during homeroom
- The school calendar with test and exam dates

How to prepare

1. Page 3: print a weekly planner for each week
2. Page 4: print a stage planner for each big assignment
3. Page 5: print the weekly check, one page per week

Step by step

1. Once a week, sit down with the student and fill in the weekly plan together: appointments, due dates, tests.
2. Spread big assignments over several days, one stage at a time.
3. Put the plan where the student can see it, or keep it in the same spot in the notebook.
4. Next class, take a quick look together at what got done, then spread out what's left.

Tip: The weekly planner is the main page. The stage planner for big assignments and the weekly check for a quick look back go along with it.

Why it helps

With ADHD, appointments and deadlines can be hard to keep track of, especially when several tasks are going at once. The weekly planner breaks big projects into visible stages and sets a regular time to look back at the plan. External supports for executive functions are the basis for this idea.

How to adapt it

- **Middle school:** Pick one set time, like Monday first period or homeroom. Homework goes into the plan with the subject and due date.
- **High school:** Add exams, presentations and study blocks. The student estimates how long each task will take and later compares that with how long it really took.

AI tip

Ask an AI tool to break a big assignment into stages and draft a schedule. From middle school on, students can try this themselves, if your school allows it: they enter the assignment and due date and compare the suggestion with their own plan. The draft is just a starting point; you and the student set the weekly plan together.

Copy and paste: “Break the following assignment into six to eight stages and spread them over the days until the due date [date]. Plan no more than [duration] a day and build in one buffer day. Assignment: [insert assignment here].”



Last checked: November 2026. AI changes quickly, so this tip may soon be out of date. It works with ChatGPT, Gemini and Claude; use whatever your school allows. Never enter student data or student tests, not even anonymized.

Keep in mind

- Use one plan for school and home, not two. Agree on whether and how parents see it.
- Build in buffer time. A packed plan falls apart at the first surprise appointment.
- A quick check-in matters more than detailed planning.

How you know it's working

Fewer assignments come in late, and tests take the student by surprise less often.

Weekly planner for assignments and appointments

Name, class: _____

Week of: _____

Next due date or test: _____

My first small step toward it: _____

Day	Appointments and tests	Due dates and homework	Today I'll finish	Done
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Weekend				

At the end of the week

- ☐ I finished everything I planned.
- ☐ I moved anything unfinished to next week.
- ☐ I looked over the plan with my teacher.

Goes with the weekly planner

Stage planner for big assignments

A big assignment broken into stages and spread over separate days, with a buffer. Then each stage goes into the weekly planner.

Assignment, subject: _____

Due date or test on: _____

Stage	Which day	Estimated time	Actual time	Done
Study vocabulary list 4, first half	*Tue 11/11*	*20 min.*	*30 min.*	*yes*

The gray row is an example. The time columns are mostly meant for high school.

Before you copy a stage into the weekly planner

- Is the first stage small enough to do today?
- Is there at least one buffer day before the deadline?
- Is every stage also in the weekly planner?

Goes with the weekly planner

The Weekly Check

Once a week at the set time, together. A quick check-in matters more than detailed planning.

Name, week of: _____

Next due date: _____

Next test: _____

My first small step toward it: _____

Looking back

- [ ] What's done? Check it off in the plan.
- [ ] What fell behind? Move it to a new day.

Looking ahead

- [ ] All of this week's appointments, due dates and tests are in the plan.
- [ ] Big assignments are broken into stages.
- [ ] At least one day is kept free as a buffer.

For high school

- [ ] Study blocks for exams are planned.
- [ ] Last week's estimated and actual times are compared.

Agreements

- [ ] The plan stays in its spot in the notebook or is posted where it's easy to see.
- [ ] It's clear whether and how parents see the plan.
- [ ] _____
- [ ] _____