

ADHD Focus Quick Guide

Three-step routine for steady, repeatable focus blocks.

Prime (1 minute)

Set up your brain and body before the clock starts. The goal is to lower friction so the first 60 seconds feel achievable.

- Choose one visible task and reduce the scope: "Draft opening paragraph", not "Finish essay".
- Clear a landing pad: remove spare tabs, keep water and notebook in reach.
- Run two rounds of paced breathing (inhale 4, hold 2, exhale 6) or stretch tall, shoulders down, jaw relaxed.
- Say your If-Then cue out loud: "If I press start, then I write quietly for five minutes."

Focus (5-20 minutes)

Stay with a single micro-task for the length of the timer. Shorter blocks done consistently build stamina faster than heroic efforts once a week.

- Pick a realistic block for today energy: 5-10 minutes for beginners, up to 25 minutes for trained adults.
- Body-double if possible (friend, co-worker, virtual focus room) to anchor attention externally.
- Keep a capture pad for intrusive thoughts-write, park, return to the task.
- Notice physical signals. If you are restless at minute three, stand for 20 seconds and continue.

Reset (2-5 minutes)

Every block ends with recovery. This is where the habit locks in. Mark progress, move your body and decide the next step.

- Step away from screens, stretch, drink water or look out of a window for 60 seconds.
- Log the block quickly: tick on paper, tap the jar in the app, or note "1 block done".
- Celebrate a micro-win: "I named the email", "I set up the spreadsheet columns".
- Decide: run another block, take a longer break, or switch to a lighter task.

Emergency Reset (90 seconds)

If you notice doom-scrolling or intense avoidance, pause everything and run this micro-reset.

- [] Stand up, roll shoulders back, shake hands for seven seconds.

- [] Look at one fixed point in the room and take three slow breaths.
- [] Ask "What is the smallest next action?" and write it down before continuing.

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