

CLARITY AND CARE









BY: SOBIA MANSOOR





Daily Executive Function Checklist

Designed for ADHD & Autism – Flexible, Shame-Free, and Neurodivergent-Affirming

Morning Anchor (Start of Day)

-  I acknowledged I'm awake (no need to jump up!)
 -  Bathroom needs (pee, wash face, brush teeth if I can)
 -  Checked in with my body (How am I feeling today?)
 -  Took meds/vitamins/water (if applicable)
 -  Changed into clean or comfy clothes
 -  Ate *something*, even if small or liquid (smoothie counts!)
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Mental Setup & Planning (Optional, Gentle Structure)





-  Checked calendar or to-do list (*no pressure to finish everything*)
 -  Named 1–3 priorities for the day (*example: “shower, send that email, rest”*)
 -  Set a soft timer for breaks or transitions (if helpful)
 -  Minimized distractions (headphones, app blocker, etc.)
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Daily Life Tasks (Pick What's Relevant)





-  Did one home task (examples: dishes, laundry, clear a surface)
-  Responded to 1 important message (text/email/mail)
-  Checked if any bills/tasks are time-sensitive
-  Put one thing *back* where it belongs

(Tip: even 5–10 minutes of maintenance is enough!)

Sensory & Regulation Needs

-  Used sensory tools (noise-canceling, weighted items, stims, fidgets)
 -  Moved my body in a way that feels okay (stretch, walk, bounce)
 -  Took at least one deep breath
 -  Stayed hydrated (sip counts!)
 -  Took a screen break or looked at something calming
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Social + Emotional Check-In

-  Checked in with how I'm feeling emotionally
 -  Connected with someone safe (text, talk, or just a meme)
 -  Journalled or noted one thought or feeling
 -  Gave myself kindness or praise (even just for surviving)
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🌙 Evening Anchor (Wind Down)

- 💡 Turned off or dimmed screens/lights
 - 🚿 Did one wind-down ritual (shower, tea, skincare, music)
 - 📱 → Plugged in phone / set up alarms
 - 📖 Wrote or said one small win from today
 - 🛏️ Got into bed (sleep routine is a process—not perfection)
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🌀 Notes / Adjustments





✅ *Check what's helpful. Skip what's not. You are not lazy, broken, or failing.*

This is a scaffold to support *your* brain, not a rigid rulebook.
