



GUIDE - Facilitating Training of Adults with Learning Difficulties for Professional Development

Project No. 2023-1-IT02-KA220-ADU-000160459

Lesson Plan for ADHD



Co-funded by
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Title of the lesson: Time Management - Practical Strategies for Adults with LD		Subject: Soft Skills / Life Skills – Time Management	Duration: 60 minutes
Learning objectives: <p>Raise awareness of the value of time management in work and personal life</p> <p>Teach simple, visual planning strategies adapted for learners with LD</p> <p>Help learners identify personal time challenges and manage tasks effectively</p>		Learning outcomes: <p>Learners can describe the importance of time management</p> <p>Learners complete a visual weekly planner with support</p> <p>Learners apply strategies to organize tasks and reduce time-related stress</p>	
Teaching strategies: <p>Use of visual tools, icons, and color-coding</p> <p>Guided group discussion and real-life examples</p> <p>Peer learning and hands-on planning exercises</p>		Instructional methods and procedures: <p>Brief video or story to introduce time management</p> <p>Group discussion of common time-wasting habits</p> <p>Step-by-step demonstration of a weekly planner</p> <p>Interactive task: build a personal weekly schedule using templates</p> <p>Group feedback and reflection</p>	
Introduction / Warm-up : <p>“What makes it hard to be on time or get things done?”</p>	Brief description of activities : <p>Introduction to time as a resource</p>	Practical Application (Hands-on scenario): <p>Scenario: You've started a new part-time job. Plan your week balancing work, personal tasks, and rest time using a template. Use color coding, stickers, or digital tools for support.</p>	

Write answers on a whiteboard or collect via post-its. Connect their challenges to the importance of planning.	Brainstorming on time-wasters Practical demo of a planner Weekly planning task using visual tools Peer sharing and group reflection	
Resources and tools: Weekly planner templates (paper/digital) Task cards with sample activities Colored markers/stickers/icons Optional: Canva, Padlet, NaturalReader	Differentiation and Adaptation : ADHD: Short tasks, visual timers, movement breaks Dyspraxia: Simple layouts, extra time, audio options Dyscalculia: Use time blocks (morning/afternoon) instead of numeric hours Dysgraphia: Digital templates, speech-to-text tools, visual planners	
Assessment methods : Observation during task Completed weekly planner Short self-reflection: “One thing I'll try to manage my time better” Group discussion		

TEACHING AND LEARNING STRATEGY (ADHD)				
Time	1. Content	Tutor Activities	Learner Activities	Assessment Method and evidence
	Energizer Game: “Pass the Planner”	Use an imaginary planner book or soft ball. Start a quick-paced game: learners pass the object around. At each catch, they name a task (e.g., “laundry,” “coffee break”). the person must repeat what they said before, and their own. Keep it light and physical to activate focus	Learners stand or sit in a circle. Each time they catch the object, they name a task they do in a typical day.	Educator observes participation, eye contact, turn-taking
	Warm-up: Time challenges	Brainstorm: Lead a brainstorm using post-it notes or whiteboard. <i>Choose a color and put it on the board to express how time management makes you feel.</i> 2 truth + 1 false Then Ask: <i>“What distracts you most during the day?”</i> Write it on a sticky note and keep it. Participants will use it to put in their agenda	Learners write or draw distractions on post-its.	Post-it responses and verbal participation.
	Positioning game: 'How often do you...'	Positioning game: The activities are announced, and people decide where to deploy themselves, “ a lot,” “it a little.” 'How often do you...' Use these questions to get participants to reflect on their time management habits.	Share examples from personal experience.	Learners correctly identify at least one distraction. Participation tracked with checklist and observations. Promotes self-awareness of personal distractors. Engages the body — active and multisensory. Supports visual and spatial learning
	Presentation of the topic: the importance of time management and challenges	Present the topic	Q&A	Frontal lesson

	Planner Introduction with Icons	<p>Distribute a planner, icons, and colored markers. Prompt: "Let's plan your week."</p> <p>Help participants build a personalized daily routine through the use of visual blocks (Morning - Mid-day - Evening), pictures, colors and categories, without using times or numbers. Distributes a card divided into 3 blocks:</p> <ul style="list-style-type: none"> • Morning • Mid-day • Evening 	Learners follow step-by-step and mark similar sections on their planner with help. Use emoji stickers and colored pens.	Observation of learner progress. Partial completion of one day's plan during demo.
	Reflection & Self-Assessment, Wrap-up	<p>Provide emoji face sheets and sentence starter cards: "This week I'll try to..." and "My biggest time-waster is..." Review key steps briefly with flashcards.</p> <p>Ask: "What helps you manage your time?"</p>	Choose emojis and complete the sentence starters. Learners read aloud or share one goal with the group.	Final participation and verbal sharing of one learning takeaway.



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