My concerns and strengths

Who it is for: Adults, young people and parents/carers. **Time:** about 10 minutes.

What this helps with: Put into words what is difficult, what matters to you and what already helps.

1 **One practical action:** Choose one recent situation. Note what happened, its effect and anything that made it easier.

Free to use. No diagnosis, account or screening purchase needed. Skip any prompt.
Keep your copy private and share only what you choose. Nothing is sent to the charity.

What matters to me right now?

My strengths and interests

One difficult situation and its effect

What happened, where and when? How did it affect my day?

What helped, or has helped before?

My main question or next support need

For a child: keep their own words separate from your observations.

Where to go next: Use My appointment preparation sheet or the school, work or education conversation planner.

Urgent help
If you cannot keep yourself or someone else safe, call **999** or go to **A&E**.
More support: matthewlockadhdcharity.com/emergency-contacts | NHS source

Prepared for: Matthew Lock ADHD Charity. Draft content: AI-assisted.
Source and accessibility check: 14 November 2026.
Charity reviewer: pending sign-off. Review status: not yet clinically reviewed.
Guidance: NHS adults | NHS children

My appointment preparation sheet

Who it is for: Anyone preparing for themselves or with a child. **Time:** 10-15 minutes.

What this helps with: Keep your main questions, examples and practical needs together for an appointment.

2 **One practical action:** Write your most important question at the top of the sheet and take it with you.

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My most important question (and others, if useful)

Appointment details

Date / time / place or joining instructions / contact

What helps me take part?

Communication / breaks / a supporter / access needs

Examples, their effect and what already helps

Relevant history, medicines and requested records

Before I leave: agreed next step

What will happen, who will do it, when, and who to contact?

Where to go next: Keep agreed actions in My referral record. Use My concerns and strengths for more examples.

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Guidance: NHS appointment preparation | NHS outpatients | NHS adults | NHS children

My referral record

Who it is for: Anyone waiting, including parents and carers. **Time:** 5 minutes to start.

What this helps with: Keep referral dates, service contacts and agreed next steps in one place.

3 **One practical action:** Find one referral letter or message and write down the service name and next contact step.

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Referral details

Referrer / date sent / receiving service / reference

Service contact

Team / contact details / preferred contact method

What has been confirmed?

Referral received? Information still needed? Who told me, and when?

Contact log

Date / person or team / what was agreed / next action and date

Change to report and who I will contact

My next step and when I will check again

Where to go next: Use My appointment preparation sheet. If needs change, contact the service and your usual professional.

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Guidance: NHS adults | NHS children | NHS appointment preparation

My school, work or education conversation planner

Who it is for: Adults, students, young people and parents/carers. **Time:** 10-15 minutes.

What this helps with: Prepare a conversation about a current difficulty, a possible change and how to review it.

4 **One practical action:** Choose one person to speak to and write one change you would like to discuss.

Free to use. No diagnosis, account or screening purchase needed. Skip any prompt.
Keep your copy private and share only what you choose. Nothing is sent to the charity.

Person, setting and conversation date

One difficult situation and its effect

Strengths and support already helping

My priorities / the child or young person's own words

One change I would like to discuss

What we agreed and how we will review it

Action / person responsible / start and review dates / how we will know it helps

Where to go next: Use One thing to try this week, then review the agreed change with your school, college or workplace.

Urgent help

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Guidance: Acas (GB) | SEN support (England) | Employment (NI) | NHS children

One thing to try this week

Who it is for: Adults, young people and families. **Time:** 5 minutes to plan.

What this helps with: Turn one everyday difficulty into a small, realistic experiment.

5 **One practical action:** Pick one change and decide when you will try it.

Free to use. No diagnosis, account or screening purchase needed. Skip any prompt.
Keep your copy private and share only what you choose. Nothing is sent to the charity.

One moment I want to make easier

My small change and first step

When and where I will try it

One reminder, item or person that could help

My easier version for a difficult day

My check-in

Date / what helped / what was hard / keep, change or stop?

Where to go next: Note what helped in My concerns and strengths, or use the conversation planner to ask for support.

Urgent help

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Guidance: NHS adults | NHS children

My support contacts

Who it is for: Anyone planning for themselves or a child. **Time:** about 10 minutes.

What this helps with: Keep everyday, professional and urgent support details easy to find.

6 **One practical action:** Add one person or service you could contact and the specific help you would ask for.

Free to use. No diagnosis, account or screening purchase needed. Skip any prompt.
Keep your copy private and share only what you choose. Nothing is sent to the charity.

A trusted person

Contact / help I can ask for / availability

GP or usual professional

Contact / how to ask for help

Assessment or referral service

Contact / next step

School, work or education

Contact / next step

A charity, peer group or session

Who can attend / cost / confirmed date / joining details / contact

Local urgent support

A crisis contact given by my care team; see urgent help below.

Where to go next: Use Waiting Well to explore support options. Confirm session details with the organiser before making plans.

Urgent help

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Guidance: NHS urgent help | Samaritans