

EXECUTIVE FUNCTION

Skills you build over your life, that work together to help you successfully start and complete tasks are called Executive Function skills.



PLANNING PRIORITIZATION

Making and setting goals. Focusing where your energy can be best used to create a plan for how to move towards your goals.



ORGANIZATION

Organizing your thoughts, environment, and activities simplifies work and goal achievement, preventing tasks from feeling overwhelming or being forgotten.



TIME MANAGEMENT

Organize, schedule, and manage your time effectively. Break down tasks to see how long they take to finish, and ensure you do not miss deadlines or let your work accumulate.



TASK INITIATION

Starting on a task, and beginning without procrastination is key to success. Putting things off and avoiding them can leave work unfinished.



SELF-CONTROL

Resisting urges and ignore distractions. Knowing how to handle and respond to your feelings in a healthy and effective way.



ATTENTION & FOCUS

Focusing on tasks. It means keeping your attention on the goal and not getting sidetracked or distracted.



WORKING MEMORY

A mental notepad helps you remember directions, solve problems, and stick to plans. It keeps you on track with multi-step tasks, decision-making, and staying organized.



FLEXIBLE THINKING

Handling new situations and changing how you think. Adjusting your plans when needed and smoothly moving from one task to another.

Understanding and breaking down Executive Function skills can help you find areas to improve.



EXECUTIVE FUNCTION

Everyone has the ability to increase their executive function skills. There are many different ways you can achieve this. Here are some tips and tricks that you can use on a daily basis to improve your ability to start, organize and complete your tasks.

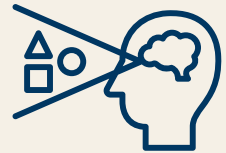
ROUTINES

- Daily Schedules
- Homework log
- Break it Down/Chunking
- Practice Prioritization



VISUAL AIDS

- Visual schedules
- Reminders
- Color coding
- Labels
- Charts



ENCOURAGE FLEXIBILITY

- Practice problem solving
- Role play situations
- Try new things
- Tolerate uncertainty



BREAK DOWN TASKS

- Break large tasks into small ones
- "Chunk" like information together
- Create steps to follow



SELF-REGULATION

- Mindfulness practice
- Deep breathing
- Recognizing emotions



ATTENTION & FOCUS

- Minimize distractions
- Set time limits for tasks
- Movement breaks
- Reduce Multitasking



WORKING MEMORY

- Practice Repetition
- Play memory Games
- Reduce Distractions
- Exercise



PERSEVERANCE

- Set timers to start and end tasks
- Positive self-talk
- Reward yourself
- Ask for help or support



Pathway to Success

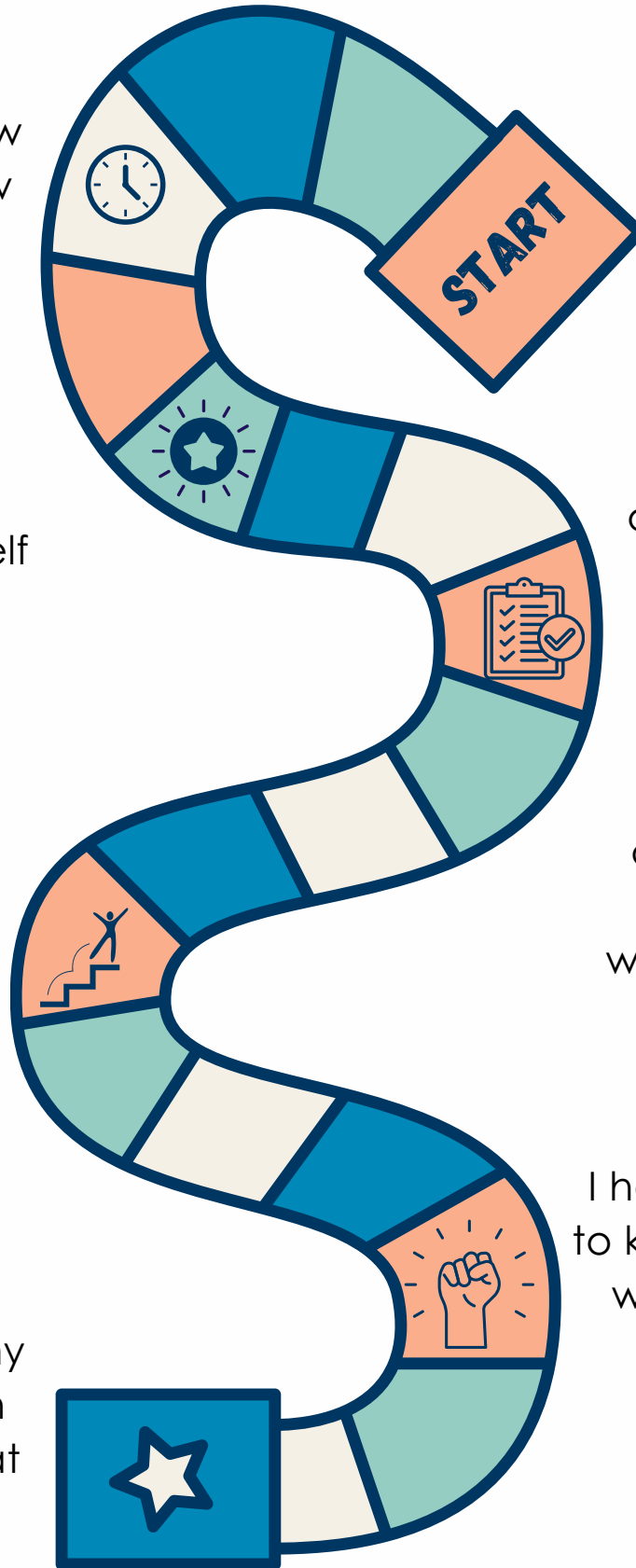
The Game of Growth

I can start right now even if its for a few minutes.

I will reward myself for making progress.

I can stay organized and focused.

I am in control of my choices, and I can make decisions that support my goals



I can break this into manageable steps.

I can take things one step at a time and not be perfect.

I can handle distractions by focusing on what's important right now.

I have the strength to keep going, even when things feel tough.

