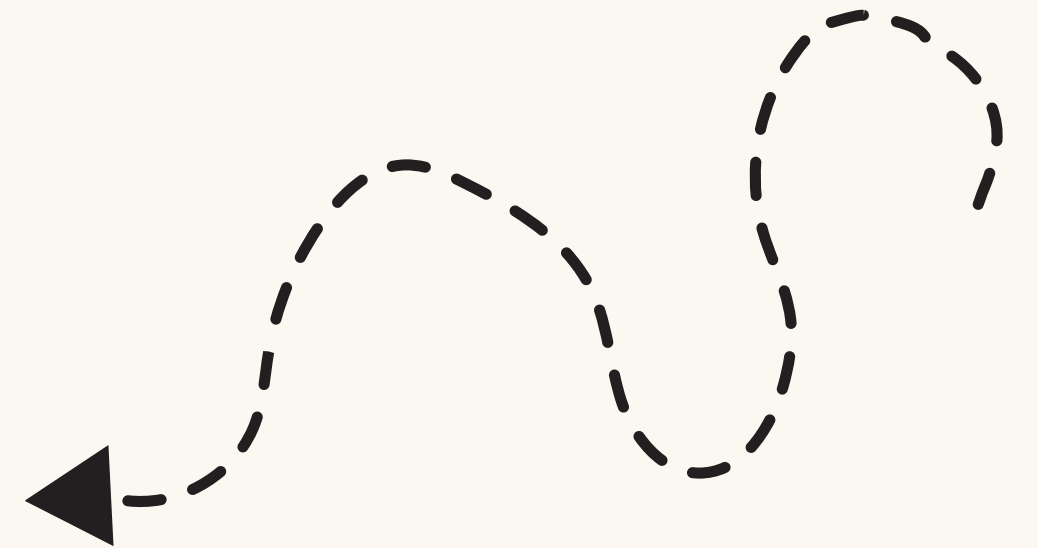
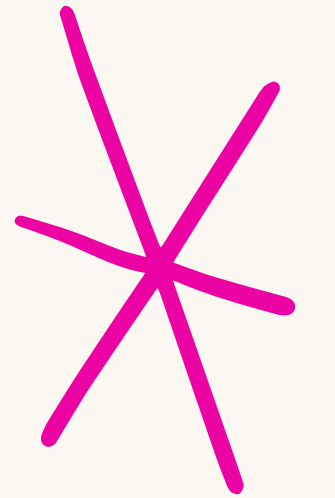


10 Executive Functioning SKILLS



10 Executive Functioning Skills for Success

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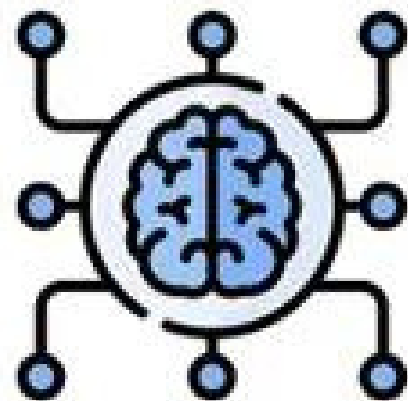
Planning



Organization



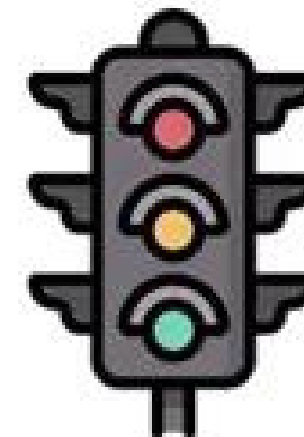
Task Initiation



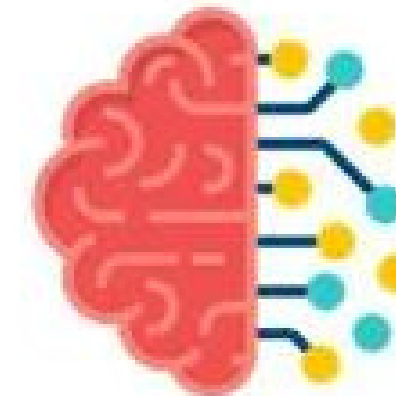
Flexibility



Attention



Self-Control



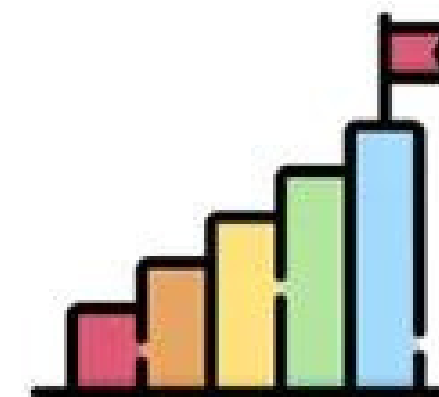
Metacognition



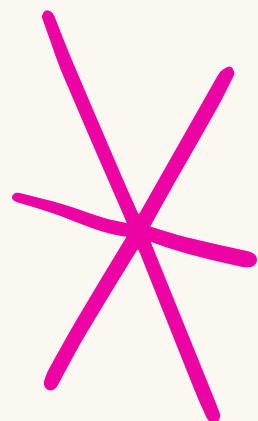
Working Memory



Time Management



Perseverance



Planning

- Create to-do lists for tasks. Model it and practice together.
- Teach students to use an agenda for writing down homework. Give time every day to write in it.
- Develop SMART goals together and revisit them often.
- Start the day writing out the daily schedule together.
- Use graphic organizers to plan writing before starting.
- Use games like chess to work on making a plan before moving forward.

Planning

Developing a well-thought-out strategy before starting a task.

--- **Examples In Action** ---

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Making a to-do list before starting an assignment or chore

- 1
- 2
- 3

Using a calendar to write down important dates and events

Deciding which materials to bring to class

Organization



Organization

Developing and maintaining a system to keep materials and plans orderly.

- - - Examples In Action - - -

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Having a system to store current homework assignments



Keeping a neat and organized workspace



Putting materials back in the correct spot after using them

- Use a calendar or planner to write down important dates.
- Help learners set up a homework binder to keep track of materials.
- Spend a few minutes each day organizing materials, including binders and desks.
- Model and practice putting materials back right away after using them.
- Discuss what it means to have a place for everything.
- Give time at the end of the week to re-organize workspaces and materials.

Task Initiation

- Practice a “rocket ship countdown” before going to start work (Count down from 5 and jump up at the end).
- Set a timer before starting work sessions.
- Exercise before starting work.
- Practice and model self-talk to get started.
- Create a daily schedule with responsibilities, chores, and expectations.
- Design an organized and tidy workspace.



Task Initiation

Being able to independently start tasks.

- - - **Examples In Action** - - -

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Starting an assignment in class right away

Taking initiative to complete chores without being asked

Avoiding procrastination to start a task that needs to be done

The infographic features a yellow background with a red banner at the top left that says 'START'. Below the banner is the title 'Task Initiation' and a subtitle 'Being able to independently start tasks.' Underneath is a dashed line separator followed by 'Examples In Action' and the website 'www.thepathway2success.com'. There are three main sections: 1) 'Starting an assignment in class right away' with an icon of a notebook, pencil, and eraser. 2) 'Taking initiative to complete chores without being asked' with an icon of a calendar and a broom. 3) 'Avoiding procrastination to start a task that needs to be done' with a lightbulb icon containing a clock face.

Time Management



Time Management

Using time efficiently to accomplish tasks.

--- Examples In Action ---

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Prioritizing which homework assignments to start first

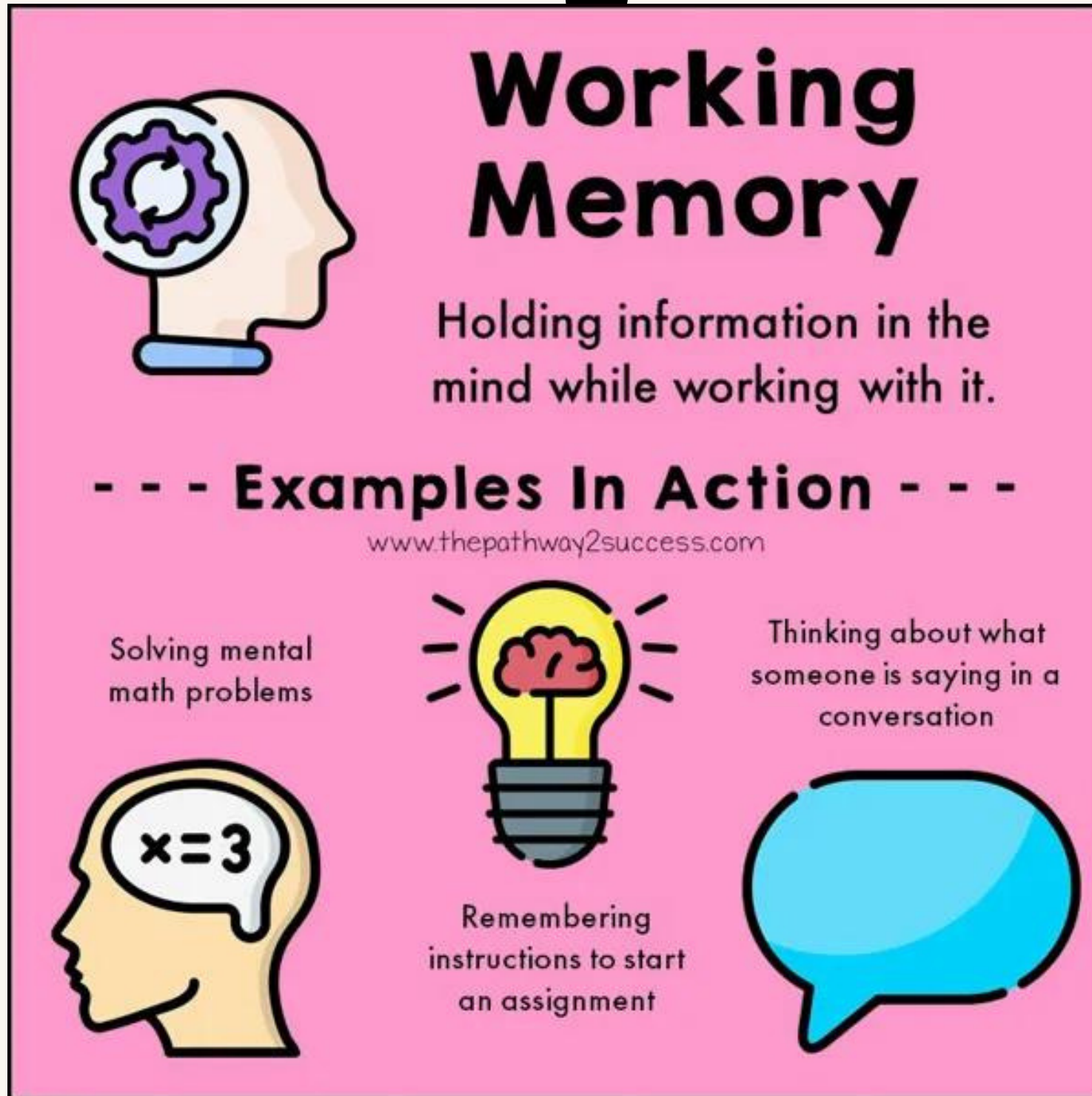
Chunking a project to complete it by a due date

Pacing self during a test, quiz, or other working session

The infographic features a purple background with various icons: a clock, a bar chart, a gear, a stopwatch, a checklist, and a flowchart with three numbered steps.

- When assigning long-term projects, help map out mini-deadlines for smaller tasks along the way.
- Use a visual timer during work sessions.
- Give time checks during work sessions.
- Write out the daily schedule each day. Students can write out their own.
- Model and discuss what pacing yourself looks like.

Working Memory



Working Memory

Holding information in the mind while working with it.

- - - **Examples In Action** - - -

www.thepathway2success.com

Solving mental math problems

Thinking about what someone is saying in a conversation

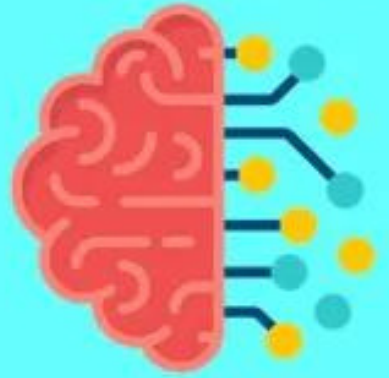
Remembering instructions to start an assignment

$x=3$

The infographic is a pink rectangular box with a black border. At the top left is an icon of a head with a gear inside. The title 'Working Memory' is in large black font. Below it is the definition 'Holding information in the mind while working with it.' A dashed line separates this from the 'Examples In Action' section. The website 'www.thepathway2success.com' is written in small text. Below are three examples: 'Solving mental math problems' with a head icon containing 'x=3', 'Thinking about what someone is saying in a conversation' with a lightbulb icon containing a brain, and 'Remembering instructions to start an assignment' with a speech bubble icon.

- Practice mental math.
- Use brain games like sudoku and decipher the code.
- Teach how to visualization information to remember it.
- Teach and practice making mnemonics to remember information.
- Chunk information into smaller pieces of information.
- Allow students to write information down instead of trying to memorize multi-step directions.

Metacognition



Being aware of your own learning, including what you know and what you don't know.

--- Examples In Action ---

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Thinking about a topic before learning new information



Checking in on how you are doing while completing an assignment



Deciding what material to study for a test or quiz

Metacognition

- Do “think alouds” while reading text.
- Allow work re-dos. Have students explain what they did wrong and why they changed their response.
- Before learning about a new topic, make a list of what you know.
- Come up with study lists together before an assessment.

Self-Control



Self-Control

The ability to regulate yourself, including your thoughts, emotions, and actions.

- - - Examples In Action - - -

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Stopping and thinking about a choice before making it



Using a calm-down strategy when angry or overwhelmed



Completing a task that needs to be done, even when it is a non-preferred activity

- Teach and practice coping strategies for managing stress.
- Practice mindfulness and mindful breathing techniques.
- Use a feelings check-in each morning to teach emotional awareness.
- Use “what should you do?” scenarios to problem-solve together.
- Give wait time when answering questions.
- Play games for self-control such as Blurt, Freeze, and Simon Says.

Attention



Attention

Being able to focus on a particular person or task for a period of time.

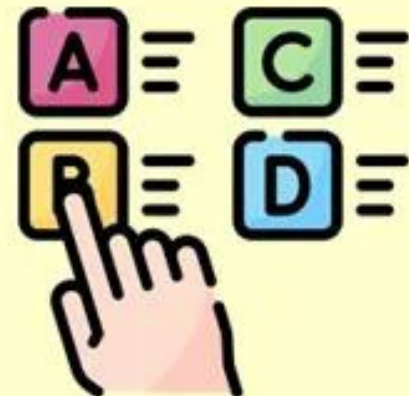
- - - Examples In Action - - -

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Ignoring or avoiding distractions during work sessions



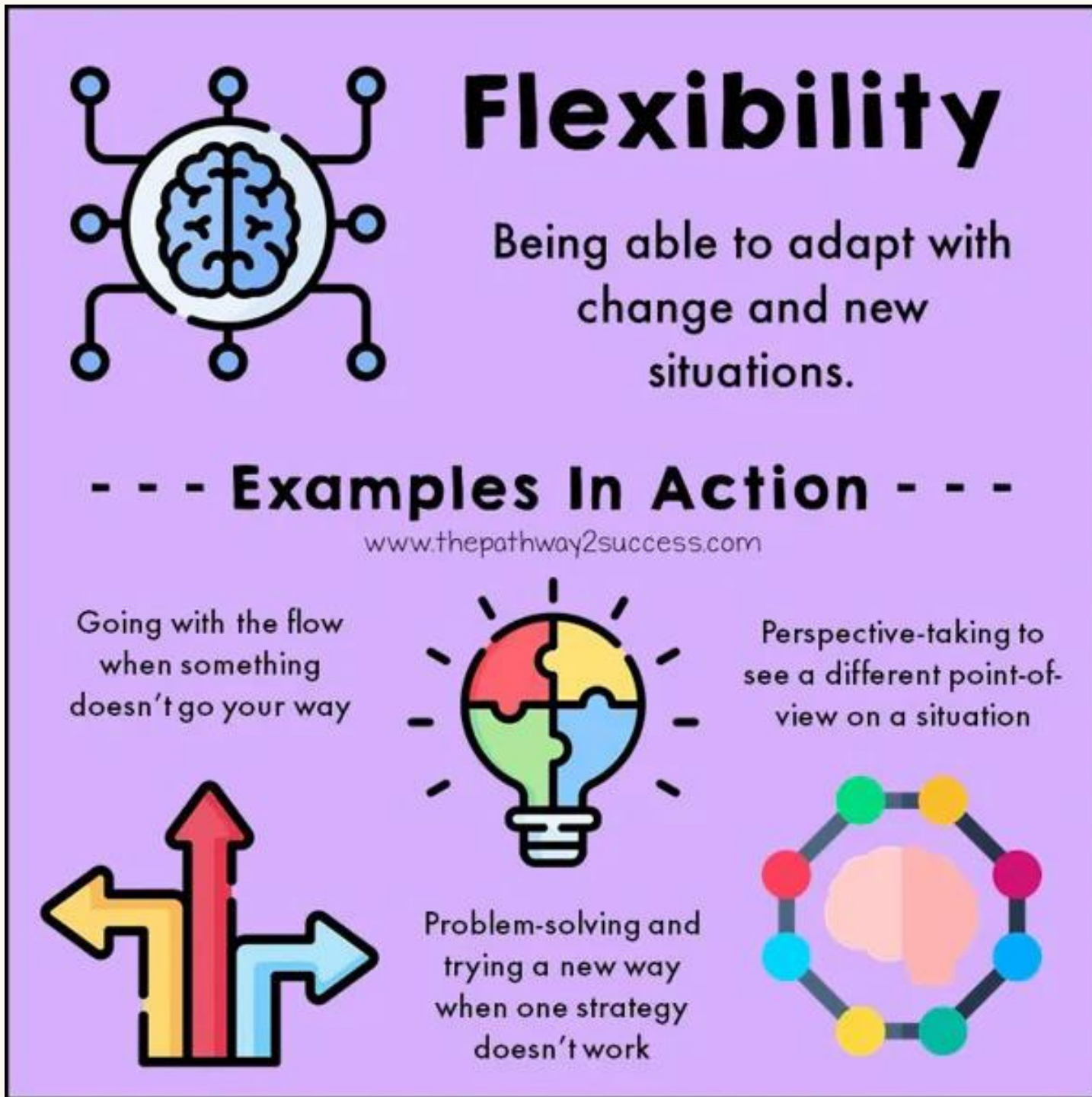
Using strategies to refocus self during a test or quiz



Watching the teacher during a lecture and thinking about what is said

- Give brain breaks and discuss how breaks can improve attention.
- Practice focusing on a task for a period of time.
- Use mindful practices to start the day.
- Use a chime before giving important information.
- Exercise before work sessions.
- Provide flexible seating options during work sessions.
- Play attention-boosting games like Simon Says and Keep the Story Going.

Flexibility



Flexibility

Being able to adapt with change and new situations.

- - - **Examples In Action** - - -

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Going with the flow when something doesn't go your way

Perspective-taking to see a different point-of-view on a situation

Problem-solving and trying a new way when one strategy doesn't work

The infographic features a purple background with a brain icon at the top left. Below the title, there are three examples: 1) 'Going with the flow' with a red arrow pointing up and two other arrows pointing left and right. 2) 'Perspective-taking' with a lightbulb icon made of puzzle pieces. 3) 'Problem-solving' with a brain icon surrounded by a circular path of colored dots.

- Teach about perspective-taking with literature.
- Discuss real-life situations to problem-solve together.
- Practice perspective-taking with optical illusions.
- Preview changes to the schedule when possible.
- Practice and discuss coping strategies to manage stress in tough times.

Perseverance

- Develop SMART goals and check-in on them regularly.
- Teach positive self-talk.
- Use confidence-building strategies to encourage independence.
- Come up with a list of strategies to keep going when an assignment is challenging.
- Practice taking breaks when needed.
- Encourage learners to problem-solve on their own when possible.



Perseverance

Being able to stick with a task and not give up, even when it gets challenging.

--- **Examples In Action** ---

www.thepathway2success.com

Using strategies to keep working through on a challenging task

Using positive self-talk to stay motivated

Asking for help when you need extra support

The infographic features a pink background with a bar chart showing growth, a speech bubble, and an illustration of one person helping another. A large mouse cursor is pointing at the bottom right corner of the infographic.