



EXECUTIVE FUNCTIONING

THE SKILLS WE NEED TO COMPLETE EVERYDAY TASKS



Self Monitoring

The awareness of how one is doing in the moment



Planning & Prioritizing

Setting goals and making a plan to meet them



Task Initiation

Take action to get started on tasks



Organization

Keeping track of things both physically and mentally



Impulse Control

Thinking before acting



Emotional Control

Keeping one's feelings in check



Flexible Thinking

Adjust behavior to meet unexpected changes



Working Memory

The ability to hold information in mind while manipulating it



Self Monitoring

- Definition:
 - Being aware of how I am doing in the moment.
- Ask Myself:
 - What Zone am I in? (Blue, Green, Yellow, Red)
 - How is my focus right now?
 - What can I do to change my Zone or improve my focus?
- I Can:
 - Identify how I am doing and use strategies to get in a Zone that is right for this moment.



Planning

- **Definition:**
 - Setting a realistic goal and deciding on the steps to make something happen.
- **Ask Myself:**
 - Have I broken my plan into steps?
 - Do I have deadlines for my steps?
 - Is my plan realistic?
- **I Can:**
 - Identify a realistic goal, make a list of steps to complete it and predict how long each step will take.



Prioritizing

- **Definition:**
 - Knowing what is most important to do, and doing it.
- **Ask Myself:**
 - Which task on my To Do list is most important and urgent?
 - What must I do first?
 - What must be scheduled to make it happen?
- **I Can:**
 - Make an accurate To Do list.
 - Identify the tasks that are both important and urgent.
 - Identify important task that I must schedule for later.



Task Initiation

- **Definition:**
 - Self starting on the task, not procrastinating
- **Ask Myself:**
 - What is the first step?
 - What is holding me back?
 - What is distracting me?
- **I Can:**
 - Put down distractions or fears and get going.
 - Set a 10 minute timer, press start, and work hard to get in the flow.



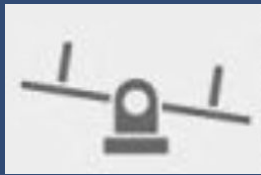
Organization

- **Definition:**
 - Creating and following systems for doing things and keeping track of things
- **Ask Myself:**
 - Do I have a system that is good enough that I can meet my goal?
 - Am I effectively using my system?
- **I Can:**
 - Put down distractions or fears and get going.
 - Set a 10 minute timer, press start, and work hard to get in the flow.



Impulse Control

- **Definition:**
 - Remembering to pause and think before I act.
 - Holding back behaviors that are inappropriate or go against my long term goals
- **Ask Myself:**
 - Is the thing I feel like doing appropriate right now?
 - Will following this impulse move me toward my long term goals?
- **I Can:**
 - Notice my impulses and remember to pause.
 - Tell if my impulse is appropriate to this time and place.
 - Choose to follow my impulse or not.



Emotional Control

- **Definition:**
 - Keeping your feelings in check. Having tools to regulate and work through challenging emotions.
- **Ask Myself:**
 - What are the big emotions I'm feeling right now?
 - Does this emotion need my attention right now?
 - How am I breathing right now?
- **I Can:**
 - Name what I'm feeling.
 - Control my emotions to match my setting.
 - Use strategies to work through challenging moments.



Flexible Thinking

- **Definition:**
 - Adjusting my thinking and actions to meet unexpected changes.
- **Ask Myself:**
 - What expectations must I let go of?
 - What do I need to do now instead?
- **I Can:**
 - Use self-talk to shift my mindset and then my behavior when change or transitions come.

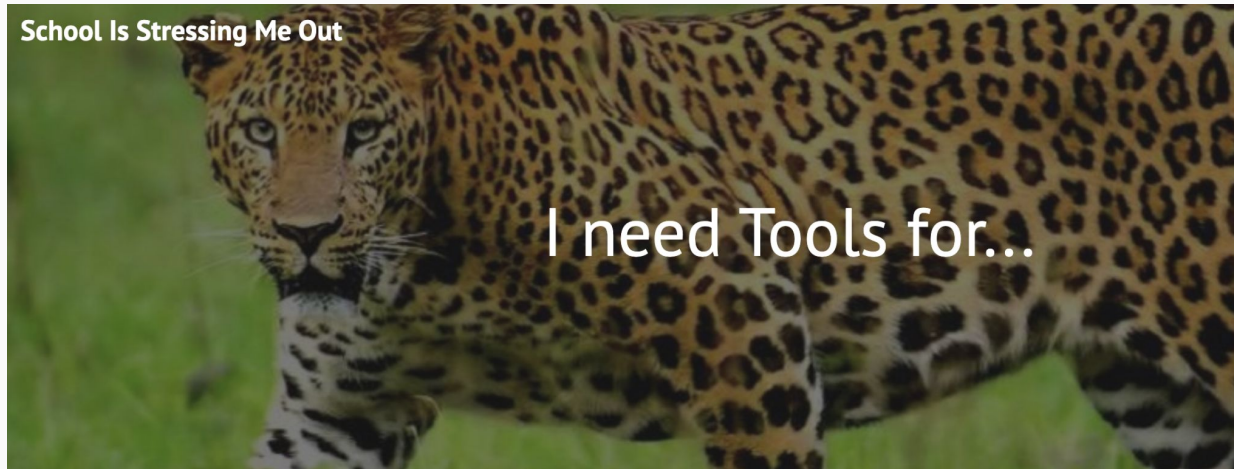


Working Memory

- **Definition:**
 - Keeping information in mind as I work through it.
- **Ask Myself:**
 - What is and isn't important to remember?
 - Am I using tools that help me remember?
- **I Can:**
 - Use self-talk to keep information in the front of my mind.
 - Use visual imagery to keep information easy to access.

Tools to Try

We've collected **lots** of tools and a student put them all on a website for us! Check it out!



[LINK](#)

Get help on the following topics:

[Managing My Time](#)

[Organizing My Space](#)

[Organizing My Tasks](#)

[Managing My Mindset](#)

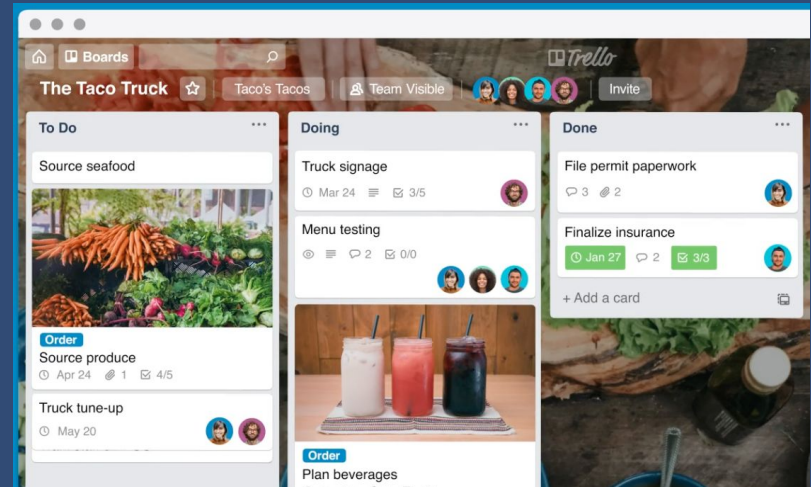
[Managing My Stress](#)



Create a KanBan Board



With Sticky Notes



Or on [Trello.com](https://trello.com)



Step #1 Create a To Do List

How do I know what to write on the list?

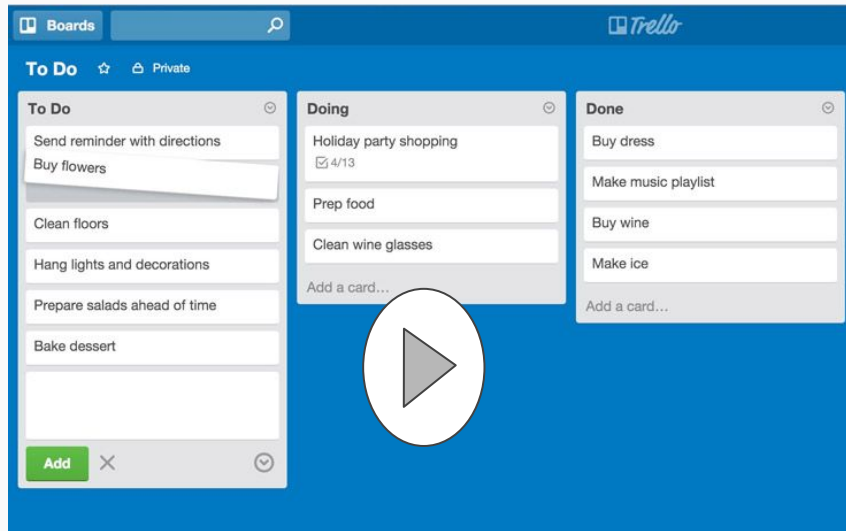
- Check Google Classroom
- Check ManageBac
- Check your email
- Ask classmates what's due
- Ask teachers
- Ask your parents what they need from you

Where do I write it?

- Your ISU Planner
- On a Google Doc
- On Paper
- On your arm?



Step #2 Decide if you want to use sticky notes/paper or...



Watch [this video](#) to check out Trello.

Step #3 Write each item on a different sticky note.

- To Do*
- Sign up for Wellbeing
 - Math Practice #4-10
 - Look at Essay Feedback
 - Walk the Dog

*Sign up for
Wellbeing*

*Look at
Essay
Feedback*

*Walk the
Dog*

*Math
Practice
#4-10*

Step #4 Find a place to stick them!

To Do

Doing

Done

Look at
Essay
Feedback

Sign up for
Wellbeing

Math
Practice
#4-10

Walk the
Dog

