

# Executive Functioning Tips

The Path to Success



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# Executive Functioning Tips

Executive Functioning is the umbrella term for a wide range of skills that work together as the CEO, or manager, of your brain. Executive Functioning skills allow you to look at a task, understand the directions, gather needed materials, estimate the time it will take, begin the task, finish it, check it over, and turn it in. Everyone uses those abilities every day—not just for schoolwork—so building Executive Functioning skills is worth the effort for anyone at any age. But since schoolwork involves a lot of tasks, powering up your Executive Functioning skills will clearly pay off for you right now.

## Setting

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### Establish a consistent workspace

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- Quiet
  - Away from TVs, phone, pets - anything that may distract
- Neat and Organized
  - Show your child how each item should have its own place
- All Materials Can Be Accessed Easily
  - Make sure your child has all necessary supplies - avoid having to leave space while working



## Homework

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### System for Completing and Submitting

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- Homework Folder
  - Designate one folder for current/finished homework
  - Label clearly - make it colorful
- Systems with Teacher
  - Check-in/ Check-out spreadsheet that teacher signs off on
- Put reminder on Homework planner or folder
  - Did I turn my homework in?
  - Do I have what I need to take home?

## Making the Time

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### Setting Up a Calendar for Your Child

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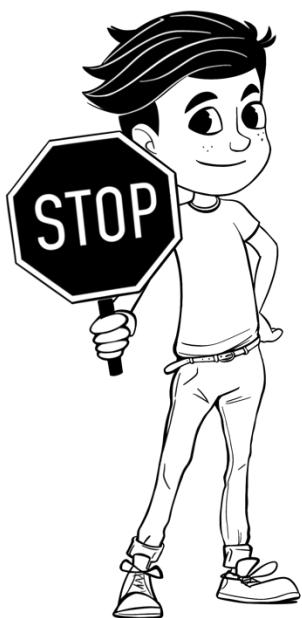
- **Break it Down**
  - Allot homework time, extracurriculars, break time, meals
  - Make note of due dates for long term assignments/tests
- **Make it Visible**
  - Have printed out day-to-day calendars around the house
  - Color code
- **Consistency**
  - Calendar should be clear, noting any changes or special events
- **Using Technology**
  - Use smart devices to sync calendar with parents - Alerts!

## Time Management

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### Stop, Think, Do, Check

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- **Stop** and Organize
  - Develop a routine for your child to “stop” each afternoon after school and assess what they must do
  - What do I need to complete today?
- **Think** and Plan
  - What will I need to complete each assignment?
  - How much time do I have? How much do I need?
  - Don’t forget to schedule breaks
  - Prioritize - make checklist
  - Don’t save hard assignments for later
- **Do** and Complete
  - Execute your plan!
  - Check off each assignment when it’s done!
  - Put each assignment in your backpack.
- **Check** and Turn In
  - Make sure your work matches the assignment
  - Turn it in to your teacher by email (if due online) or in class.

## Motivation System

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### Providing an Incentive for Your Student

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- Come to an Agreement of Expectations
  - Written contract between child and parents
  - Must be upheld
- Set Reachable Goals
  - Set reasonable initial organizational/academic goals - then build upon them
- Rewards System
  - Set short and long term rewards as motivation, if needed



## Study Tips

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### Being Prepared for Tests/Quizzes

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- What am I studying for?
  - Be sure your child knows what is on the test
  - Communicate with teacher
- Study Guides
  - Teachers often provide study guides - use them as a resource for planning your test prep
- Break it Down
  - Avoid cramming! Help your child create a study plan as soon as the test is announced
- Computer Apps



### Calendar and planner apps:

App	Description
Microsoft To Do	Daily planner, task manager, reminders, attachments, sharing, and more.
Google Calendar	Allows for sync option for events and schedules from a Google account with other apps, events, and schedules.
Google Tasks	Set due dates and reminders. Can create multiple lists for different Google accounts and add emails to tasks for collaboration.
Trello	Collaborative app for meetings, projects, events and goal setting.
My Study Life-School Planner	Track tasks, store assignments and exams in the cloud, accessible anywhere. Manage classes with timetables and notifications.
Todoist	Manage and share tasks, subtasks, sub-projects, recurring tasks, notifications, different priorities, and more.
TimeTimer	Turns phone, computer, or smartwatch screen into a fun, bold, circle timer.

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### Apps to avoid distractions:

App	Description
Self-Control	Blocks all other apps and websites for a set time and it's impossible to undo.
StayFocused	A Google Chrome extension that restricts the time you can spend on too-engaging websites, with some allotted time planned.
Freedom	App and website blocker that can be scheduled and plays optional ambient background noise.
Cold Turkey Blocker	Block only specific websites and apps or the entire internet, with listed exceptions.

### Note-taking apps:

App	Description
Notability	Mark up imported documents, record/playback audio, create schedules, sync to Dropbox or Google Drive.
Notation	Notes app, a task and project manager, and a reference wiki with easy collaboration capabilities.
ScanMarker	Scan physical texts into a digital document. It can also translate and read aloud text.
Temi	Speech-to-text app. Upload any audio or video file, then download the transcript.
GoodNotes	Digital notebook for document organization and editing. It can import, sync, draw, and erase.

## Communication

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### Staying In Touch With Your Child's Teacher

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- Regular Check-ins
  - Organize a bi-weekly check-in between your child and their teacher
  - How am I doing? What can I improve on?
- Promote metacognitive ( thinking about thinking) awareness
  - Come up with questions your child can ask themselves or their teacher regularly (Is all my work turned in? How's my behavior?)
- Stay Connected
  - Gain access to school HW/Grades portal - helpful in keeping track of your student's work
  - Avoid nagging - use positive reinforcement

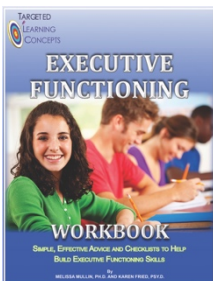
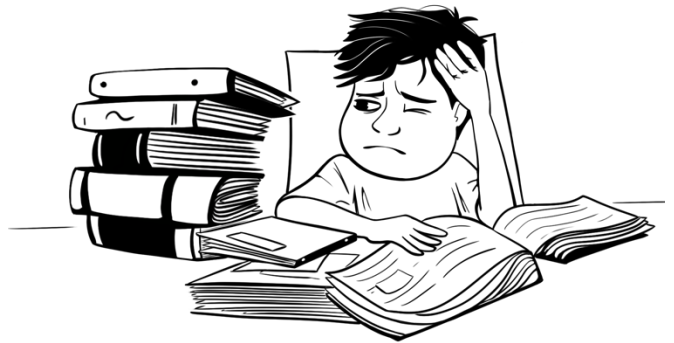
## What To Do

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if these systems are not working...

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- Check-Up
  - Make sure there are no inconsistencies between home and school
- Promote Success
  - Revisit goals and choose one to make more achievable
- Stay Positive
  - Most likely, your child is already overwhelmed
- Contact Additional Support
  - Get in touch with your school about additional resources and accommodations



Learn more executive functioning skills with the Executive Functioning Workbook: <https://amzn.to/2QobLma>

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Take the Executive Functioning Quiz:  
<https://www.kandmcenter.com/executive-functioning-quiz>

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