Executive Functioning Area	Strategies & Systems			
Working Memory	Keep paper & pen handy or phone notes - write down notes to help you remember			
Mental Flexibility	Mindfulness	You are the observer of your thoughts, feelings, and behaviors	Clarify your values → move towards your values	ND-active listening
	Connect to the present moment → grounding techniques			
Response Inhibition (self-control)	Count to 5	Connect to breath	Physically remove self from environment	Remember instances when you were able to use more self-control → what worked for you?

Sustaining Attention	Schedule breaks (Pomodoro method)	Find your flow state - track your most productive times, length of work session, and environment Use this data to build a schedule for your flow	Engage your interests	
Planning	Calendar (paper, google, online, phone, etc.)	Weekly agenda	Plan by topic/class	To-done list: what you have accomplished already
	Prioritize assignments/tasks	Break tasks down into smaller pieces	Kanban board = use sticky tabs to move a task from columns of “to do,” “in progress,” “done,” “blocked = tasks that can’t be done yet for external reasons” Trello app; search “kanban” apps	
Organization				

Problem Solving	Collaborate with others	Clarify the problem	Ideate	Prototype
	Test	Empathize		
Goal-Directed Persistence	Clarify your values	Define success for you	Use SMART method to writing goals	Write short term & long term goals
	Track your progress	Celebrate small wins	Take breaks	
Initiating (starting) Tasks	Behavioral momentum - start with something easy & build from there	Set up the environment - create a clear workspace	Just do it for 5 minutes → tell self “I only have to do it for 5 (or 2, 1) minutes and then I can stop” See if you continue, you’d be surprised how much you can get done in 5 minutes	

Switching Tasks/Transitions	Find a middle activity between the two tasks (ex. On phone → doing work: do work on phone, watch videos relating to work topic)	Set clear times/schedules	Allow extra transition time	Minimize disruptions → set up the environment for success
	Use visual schedule	Use visual checklists		
Monitoring Tasks	Timed check-ins	Progress notes		
Emotion Regulation	Self-soothing: journal, deep breathing, movement, stimming	Co-regulation: use soothing strategy with a trusted person	Identify emotion	Energy check-ins
Stress Tolerance				

Miscellaneous/Multiple Categories	Take a break! Connect with nature → ground yourself	Sleep	Disconnect from devices for a bit	

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