| **Executive Functioning Area** | **Strategies & Systems** | | | |
| --- | --- | --- | --- | --- |
| **Working Memory** | Keep paper & pen handy or phone notes - write down notes to help you remember |  |  |  |
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| **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 |  |  |  |
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| **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? |
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| **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 |  |
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| **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 |  |
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| **Organization** |  |  |  |  |
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| **Problem Solving** | Collaborate with others | Clarify the problem | Ideate | Prototype |
| Test | Empathize |  |  |
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| **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 |  |
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| **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 |  |
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| **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 |  |  |
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| **Emotion Regulation** | Self-soothing: journal, deep breathing, movement, stimming | Co-regulation: use soothing strategy with a trusted person | Identify emotion | Energy check-ins |
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| **Stress Tolerance** |  |  |  |  |
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| **Miscellaneous/Multiple Categories** | Take a break!  Connect with nature → ground yourself | Sleep | Disconnect from devices for a bit |  |
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