

Executive Functioning Online Learning

Organization:

- While listening to teachers on Google Meet or other video sessions, **TAKE notes**. The more the better. *Just listening to your teacher talk will not allow you to just remember everything that is said- take notes in some way.*
- **Create clear subject headings and icons in your notes**
- Group Content into logical learning units and divide information into small segments for easy studying and understanding of the materials.
- **Set timers on your phone** for when classes start and when assignments and tests are due- and use a planner!
- At your home work space, dedicate drawers or surfaces for each subject. When working on a class assignment or when you are actually in class, have all of your other class materials away from you and out of sight (this will help you stay focused).
- **Create a schedule for completing work**. Some assignments are due 2 or more days after they are assigned. **Be realistic and break down the assignment in chunks and put those on your calendar- See Example**
- Prioritize assignments- make sure that you start the most difficult assignments first and see how long it takes and how far you get on the first day. Then you can plan your calendar accordingly.
- **Keep your work desk clean and uncluttered while working**
- Most importantly- **Do not join a Google Meet while lying down in your bed**.
 - “ When you are lounging, your mind drifts out of focus. When you are **sitting** upright, in a well-lit room, your studying will be the most focused.”
-UCSD
 - You can still do your work and study on your bed, but read this article about what are best practices for doing that so that you are benefitting the most from those study/learning sessions.
<https://www.wsj.com/articles/is-it-healthy-to-study-in-bed-11550077336>

Goal Setting and Prioritizing and Progress Monitoring (very important since there is not a lot of face-to-face time online):

- **Create or ask your teachers for Checklists** for completing large assignments. **This is particularly important since classes are only meeting two times per week.**
- Create Self-Check quizzes

- **ASK for feedback on quiz responses and activities**
- Request private Google Meet sessions with your teachers to review your most common mistakes, review class content, prepare for tests or to review tests/assignments/quizzes. Do not be afraid to advocate for yourself. If you need help reaching out to a teacher, let me know. I can help you!

EXECUTIVE FUNCTIONING

Definition:

Executive functioning is an umbrella term for a complex cognitive process in which people use to set goals, plan their time, organize and prioritize tasks, access working memory, self monitor and self check. As students develop routines for completing tasks, if she has a weakness in any part of her executive functioning, it prohibits her from producing work that truly reflects her potential.

Elements of Executive Function

