



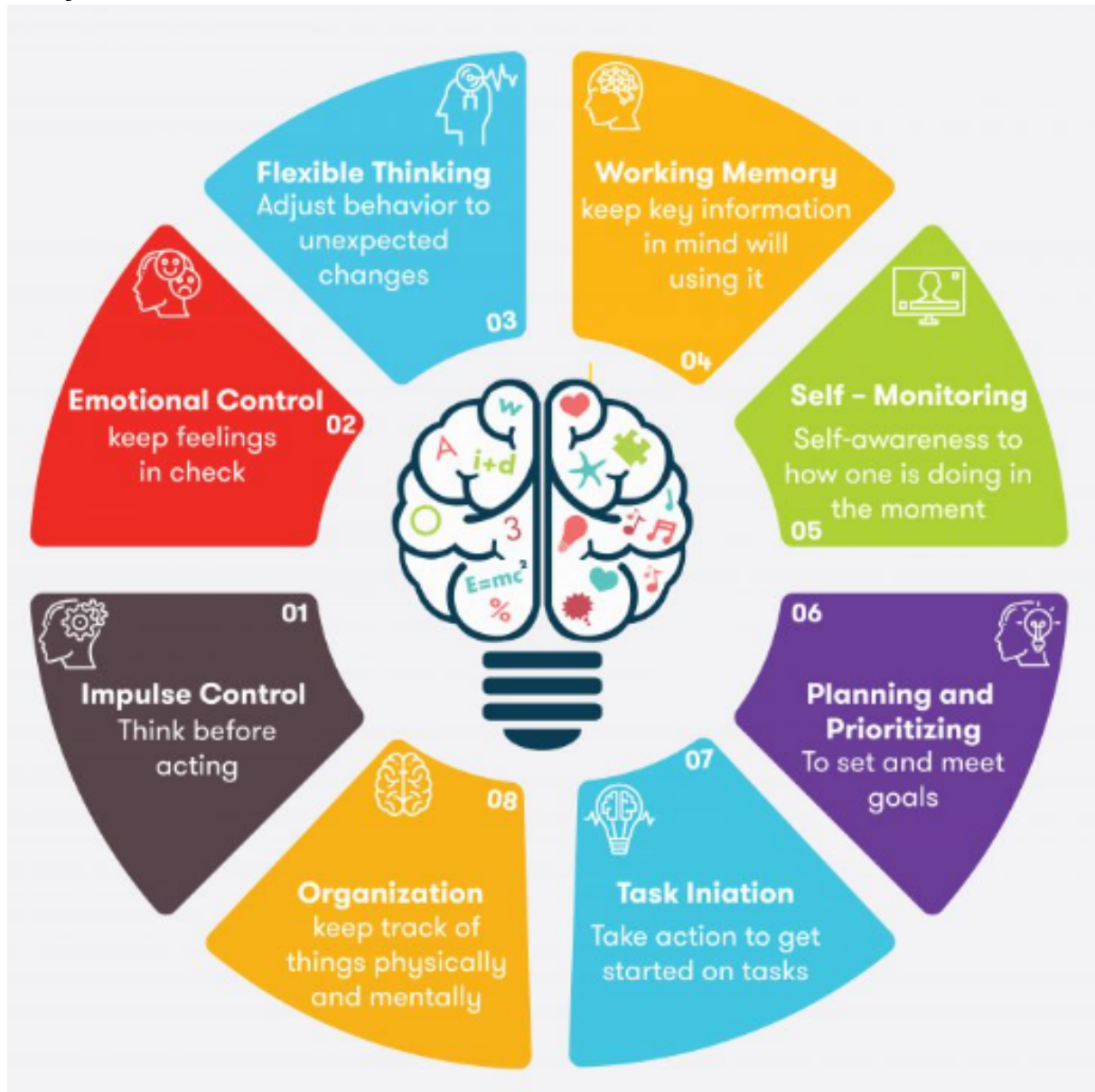
Train the Brain: Improving Study Skills and Executive Functioning at Home

Zoom Link: <https://us02web.zoom.us/j/86044297956>

Agenda

- What are executive functioning skills and why do they matter?
- What are 8 key executive functions?
- How can my child's strengths and areas of need be identified?
- How can my child's executive functioning and study skills be developed at home?

8 Key Executive Functions



Making the Most of Homework and Study Time

- Establish a Homework Routine
 - Find a location in the house where homework will be done.
 - Set up a “homework center.”
 - Establish a “homework time”
 - Establish a daily homework schedule
- Identify obstacles that get in the way of starting a task and discuss strategies.

The SQ3R Reading Method

- **SURVEY**
 - Before you read, SURVEY the chapter.
 - Title, heading, subheadings, captions, charts, graphs, review questions, summary
- **QUESTION**
 - QUESTION while you are surveying.
 - Read the questions at the end of chapters.
 - Ask yourself, “What did my teacher say about this?” and “What do I already know about this?”
- **READ**
 - When you begin to READ:
 - Look for answers to your questions, reread the captions, stop to reread parts that are not clear, and read only one section at a time.
- **RECITE**
 - RECITE after you have read a section.
 - Summarize in your own words what you’ve read. Take notes about the text in your own words.
- **REVIEW**
 - REVIEW as an ongoing process.
 - Day 1: After you read and recite the chapter, write questions for the points you highlighted.
 - Day 2: Make flash cards for questions that are difficult.
 - Days 3-5: Alternate between flash cards and notes to test yourself.
 - Weekend: Make a study sheet.

Organize Your Environment, Organize Your Mind

- Designate time for organization of desk, backpack, and materials.
 - Talk about specific steps for how to do so.
- Create a system for organizing notebooks.
- Student Weekly Planner
- Notebook/Homework Organization Systems

Note-Taking Skills

- Use 8.5” x 11” paper.
- Use a sectioned notebook.

- Date each day's notes.
- Take notes on one side of the page only.
- Write legibly.
- Abbreviate common words.
- Write key words in margin to recall ideas.
- Briefly review notes within 24 hours.
- Use ink.
- Listen and watch for signals of importance from the speaker.
- You do not need to write in complete sentences.

Make a Long-Term Plan!

- Walk through the planning process.
- Use a template:
 - What do I need to do?
 - What will I need to do it?
 - When can I get started?
 - When will I be finished?
- Task Prioritization Tool
- Long-Term Project Planner

Build Those Memory Muscles

- Study Skills Checklist
- CRAM

Harness the Power of Problem-Solving Skills

- When a problem arises, stop and make a plan:
 - What is the problem?
 - What are some things that I can do to solve the problem?
 - What will I try first?
 - If this doesn't work, what can I do?
 - How did it go? Did my solution work?
 - What might I do differently next time?

Learn to Cope Before You Lose Control

- Teach children to recognize the early signs of losing control.
- Introduce coping strategies:
 - Repeat strategies until internalized
- Discuss action plans for overcoming obstacles.
- Mindful Breathing
- Positive Affirmations

Executive Skills Questionnaire for Parents

Scoring

Big Problem - 1
Moderate Problem - 2
Mild Problem - 3
Slight Problem - 4
Not a Problem - 5

Items	Score
1. Acts on impulse	
2. Gets in trouble for talking too much in class	
3. Says things without thinking	
Total Score	
4. Says, "I'll do it later" and then forgets about it	
5. Forgets homework assignments or forgets to bring home needed materials	
6. Loses or misplaces belongings such as coats, mittens, sports equipment, etc	
Total Score	
7. Gets annoyed when homework is too hard or confusing or takes too long to finish	
8. Has a short fuse; easily frustrated	
9. Easily upset when things don't go as planned	
Total Score	
10. Difficulty paying attention; easily distracted	
11. Runs out of steam before finishing homework or other tasks	
12. Problems sticking with schoolwork or chores until they are done	

Total Score	
13. Puts off homework or chores until the last minute	
14. Difficulty setting aside fun activities in order to start homework	
15. Needs many reminders to start chores	
Total Score	
16. Trouble planning for big assignments (knowing what to do first, second, etc.)	
17. Difficulty setting priorities when has a lot of things to do	
18. Becomes overwhelmed by long-term projects or big assignments	
Total Score	
19. Backpack and notebooks are disorganized	
20. Desk or workspace at home or school is a mess	
21. Trouble keeping bedroom or locker tidy	
Total Score	
22. Has a hard time estimating how long it takes to do something (such as homework)	
23. Often doesn't finish homework at night; rushes to get it done in school before class	
24. Slow getting ready for things (e.g., appointments, school, changing classes)	
Total Score	
25. If the first solution to a problem doesn't work, has trouble thinking of a different one	
26. Resists changes in plans or routines	
27. Has problems with open-ended homework assignments (e.g., doesn't know what to write about when given a creative writing assignment)	
Total Score	

Scoring Key	
Items	Executive Skill
1-3	Response Inhibition
4-6	Working Memory
7-9	Emotional Control
10-12	Sustained Attention
13-15	Task Initiation
16-18	Planning/Prioritization
19-21	Organization
22-24	Time Management
25-27	Flexibility

Add the score for each group of questions. The highest scoring sections show the students' strengths. The lowest scoring sections indicate areas in need of improvement.

Areas of Strength	Areas in Need of Improvement

Adapted from Dawson and Guare (2010)

Study Strategies

Study Strategies Menu		
Circle each strategy that you plan to use.		
A. Reread the text	G. Use flash cards	M. Study with the teacher
B. Reread notes	H. Make a concept map	N. Study with a parent
C. Recite main points	I. Quiz myself	O. Ask for help
D. Highlight/annotate text	J. Ask someone to quiz me	P. Other:
E. Create an outline	K. Study with a friend	
F. Organize/highlight notes	L. Work with a tutor	

Study Plan			
Date	Day	Which strategies will you use? (letter)	How much time will be spent on each strategy?
	4 days before test	1. 2. 3.	1. 2. 3.
	3 days before test	1. 2. 3.	1. 2. 3.
	2 days before test	1. 2. 3.	1. 2. 3.
	1 day before test	1. 2. 3.	1. 2. 3.

Post Test Reflection
1. Which strategies worked best for you?
2. Which strategies were not very helpful?
3. What will you do differently next time?

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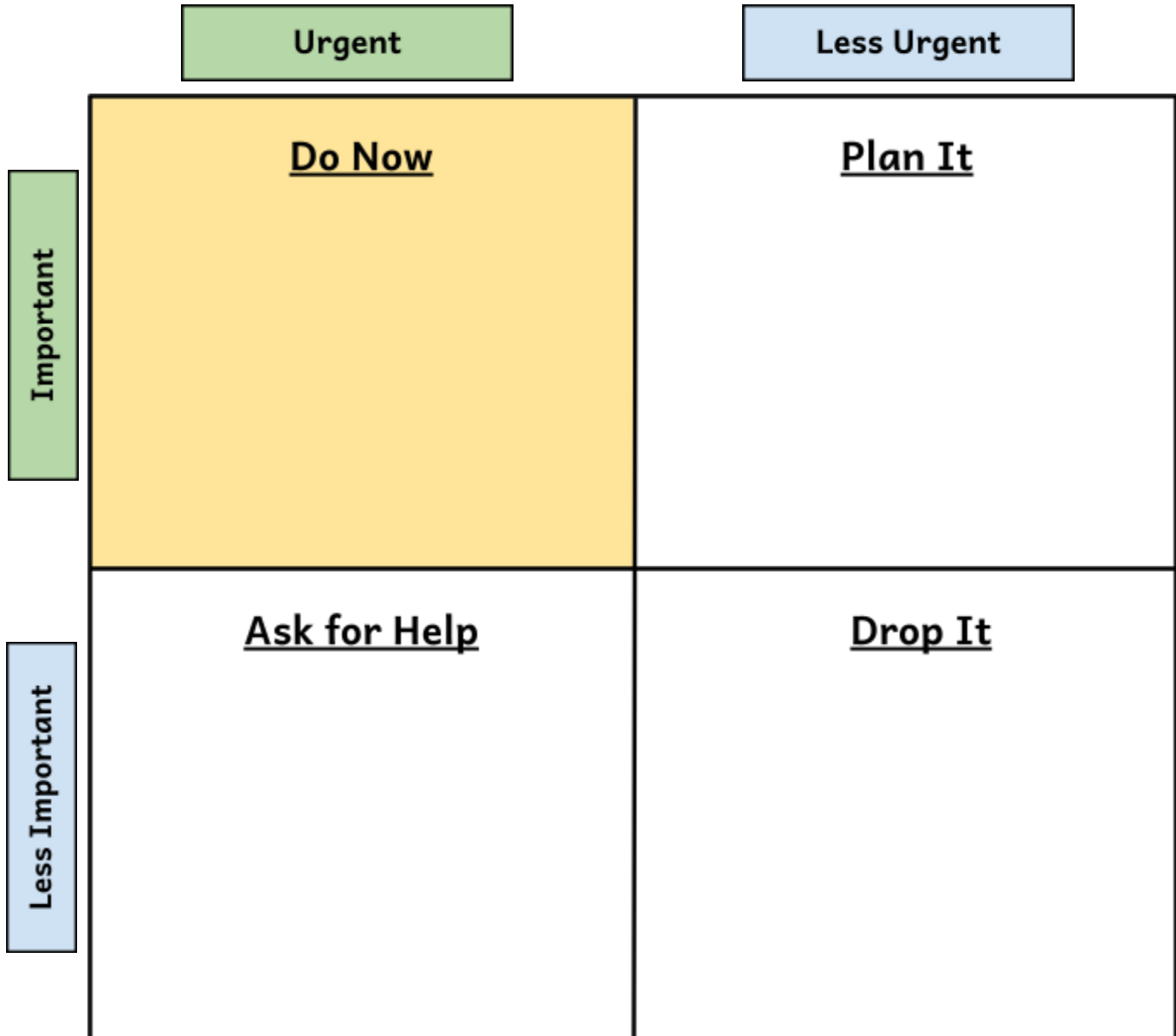
Task Initiation Plan

Name _____

Date	What will I do?	When will I begin?	Where will I work?	I did it!

Adapted from: smartbutscatteredkids.com

Task Prioritization Tool



Notebook/Homework Organization Systems

Setting Up a Notebook/Homework Organization System		
System	What will you use?	Done (x)
Place to keep unfinished homework		
Place to keep completed assignments		
Place to keep documents that will be filed away later		
Notebooks or binders for each subject		
Other needs: 1. 2. 3.		

Maintaining a Notebook/Homework Organization System					
Task	Monday	Tuesday	Wednesday	Thursday	Weekend
Clean out folder of papers "to be filed"					
Go through books and backpack for loose papers and put them away					
Put all finished and unfinished assignments in correct place					

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