

# Starter Activity

**Write down 3 things that your child does well when it comes to organisation.**

**OR**

**Write down 3 things that you think your child needs to improve when it comes to organisation.**





# Executive Functioning

Helping your child to be  
organised.

- Understand what Executive Functioning is
- Understanding our children's organisational strengths and areas of need
- Learn ways we can support our children to be more organised



## Definition:

*A set of skills that enable us to plan, focus attention, remember instructions, and juggle multiple tasks successfully.*

# Executive Functioning



Regulation of behaviours and emotions	Withdrawal, avoidance, aggression
Resist impulses	Procrastination
Self-esteem	Difficulty following instructions
Deal with change	Forgetful
Time management	Struggle to stay on task
Planning and prioritisation	Losing materials/resources
Make informed decisions	Miss deadlines
Growth mindset	Feeling overwhelmed

## Executive Skills Questionnaire.

Complete the questionnaire for your children - how much of a problem is each of the statements for your child? Use the scale provided to score each item.

At the end, identify your child's strengths and areas for improvement.

- A high score indicates a strength in that area
- A low score indicates a weakness in that area

Each table is dedicated to an area of Executive Functioning and has an envelope with examples of how you can help your child improve that particular area.

- Go to the first category where your child needs support according to the questionnaire
- With others on your table, discuss some of the strategies for that skill and what you think will work best for your child (5-10 minutes)
- Repeat for the second category (5-10 minutes)
- By the end, choose at least 2 things that you want to try with your child at home.

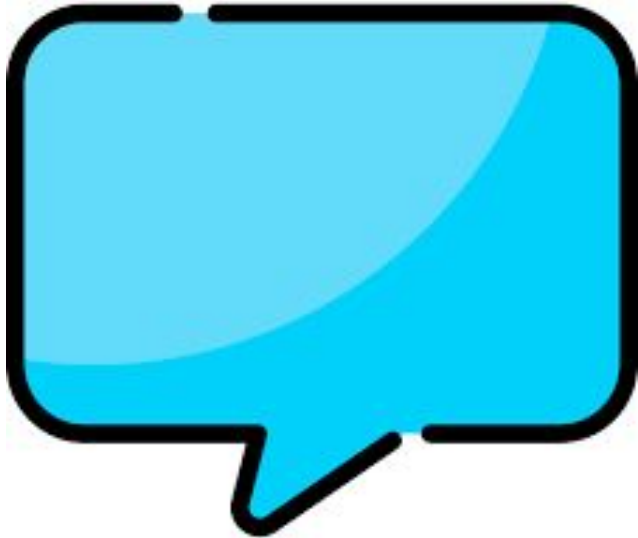
# What Impacts Executive Functioning?

Consider what things your child has had to do during the school day - how might this impact their ability to perform EF related tasks?

- Plan
- Perform complex tasks
- Social interactions
- Prioritising
- School work from 6-8 subjects
- Time management
- Inhibition

Think about how you feel when you come out of a 3 hour movie - are you in position to perform some of these tasks?





- What have you learned so far?
- Does anything surprise you?
- Are there any strategies that you are keen to try with your children?

## Definitions:

*a usual way of behaving: something that a person does often in a regular and repeated way.*

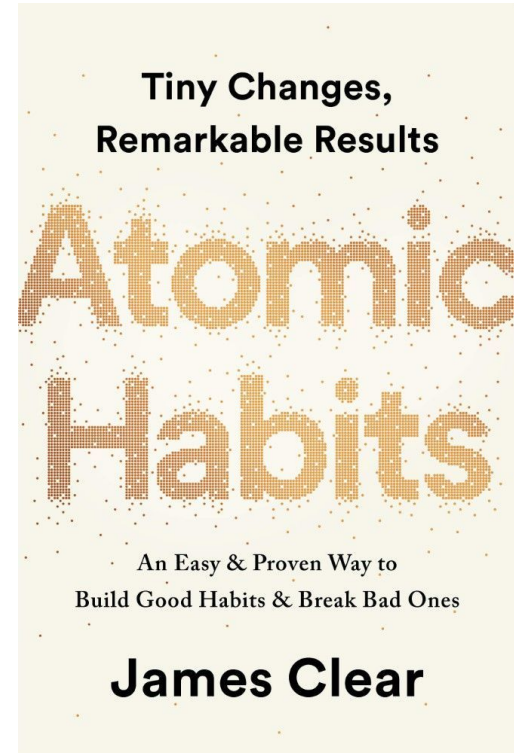
*any regularly repeated behaviour that requires little or no thought and is **learned** rather than innate.*



# Developing Habits over time

These strategies will only be effective if students engage with them regularly.

There are some simple ways to help our students get into good habits and improve their executive functioning skills.



# How to Create a Good Habit

## Make it Obvious

- Use implementation intentions: *I will [behaviour] at [time] in [location].*
  - I will check my Managebac calendar at my desk after I have eaten dinner.
- Use habit stacking: *after [current habit] I will [new habit]*
  - After brushing my teeth, I will check my Managebac calendar.
- Design the environment, make the cues for habits obvious and visible.
  - Make Managebac the homepage when they open their internet browser.

# How to Create a Good Habit

## Make it attractive:

- Use temptation bundling: pair an action you want to do with an item you need to do.
  - After you have spent 5 minutes on social media, check your Managebac calendar.
- Create a motivation ritual: do something you enjoy immediately before a habit.
  - After you have played football, check your Managebac calendar.

# How to Create a Good Habit

## Make it easy:

- Use the two-minute rule: start with habits that can be achieved in two minutes or less.
  - Checking their Managebac calendar.
  - Writing a to-do-list for the next day.
- Prime the environment: prepare the environment to make future actions easier.
  - Have a paper calendar on their desk/fridge which they transfer information to so it always visible to them (and you!)

# How to Create a Good Habit

## Make it satisfying:

- Use reinforcement: use an immediate reward when completing a habit.
  - After you have checked Managebac and filled in your calendar, check your social media for 5 minutes.
- Track habits: keep track of your habits and cross them off to create a streak.
  - Mark off tasks on a calendar when they have been completed. Cross complete days out when they have all been completed.

Using the 2 strategies you identified earlier, pick different methods that you will use to encourage your children to make them a habit.





# Being a Role Model

Your children are much more likely to build good habits and practice executive functioning skills if they see you do it.

- Consider modelling the same strategies you would like your children to use.
  - Keep your own calendar and check it at the same time.
  - Talk to your children about the plans they have made tomorrow/the week.
- Create designated times and spaces in which you and your children perform these strategies.
- Discuss your own shortcomings in executive functioning and how you plan to overcome them.
- Be aware of barriers to executive functioning.



Please click [here](#) to find more tips from our Head of Inclusion