



Executive  
Functioning Skills

Tutoring Resources

# Agenda

- What is Executive Functioning?
- Strategies for Managing Time Effectively
- Importance of Being Organized
- How to Plan Effectively
- The Importance of Adaptability
- Understanding and Managing Emotions
- Importance of Effective Communication and Teamwork



# What is Executive Functioning?

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- Executive functioning refers to a set of cognitive processes that are necessary for the cognitive control of behavior. These skills allow individuals to plan, focus attention, remember instructions, and juggle multiple tasks successfully.
- These skills are critical for academic success, personal development, and future career readiness. They help students manage their time, stay organized, and make thoughtful decisions.

At Innovation Academy, time management and organization are KEYS to success.



# Strategies for Managing Time Effectively

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- **Prioritize Tasks:**

- Identify the most important and urgent tasks.
- Where does this take place? (Agenda, iPhone Note, Word Doc)

- **Create a Daily/Weekly Schedule:**

- Allocate specific times for studying, homework, extracurriculars, and relaxation.
- Use time blocking to ensure focused work periods.

- **Set Clear Goals:**

- Break down larger projects into smaller, manageable tasks.
- Set deadlines for each task to stay on track.

Non-Example: Tonight I am going to study for my test.

Example: I will study my notes for 30 mins, have my sister quiz me for 10 mins, and re-read the chapter for 20 mins.



# Weekly Schedule

Week of: \_\_\_\_\_

Time	Monday	Tuesday	Wednesday	Thursday	Friday
5:00 AM					
:30					
6:00 AM					
:30					
7:00 AM					
:30					
8:00 AM					
:30					
1st Period					
2nd Period					
3rd Period					
4th Period					
5th Period					
6th Period					
7th Period					
8th Period					
4:00PM					
:30					
5:00 PM					
:30					
6:00 PM					
:30					
7:00 PM					
:30					

# Importance of Being Organized

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- **Academic Success:**

- Organized students are better equipped to keep track of assignments, deadlines, and study materials, leading to improved academic performance.

- **Stress Reduction:**

- Organization helps reduce stress by minimizing the chaos and confusion that comes with misplaced items and forgotten tasks.

- **Time Efficiency:**

- Being organized saves time, as less time is spent searching for materials or figuring out what needs to be done.

- **Improved Focus:**

- A clutter-free environment and a clear plan enable students to concentrate better on their tasks, leading to more effective study sessions.

When do you organize your week? Set aside time!



# How to Plan Effectively

Use Canvas "To Do List"

Use your virtual period wisely

- **Set Clear Goals:**

- Start with long-term goals (e.g., passing a course, completing a project) and break them down into medium-term and short-term tasks.

- **Break Down Tasks:**

- Divide large tasks into smaller, manageable steps. This makes tasks less overwhelming and more achievable.

- **Create a Timeline:**

- Establish deadlines for each step in your plan. Map out what needs to be done daily, weekly, and monthly.

- **Be Realistic:**

- Consider your available time and energy. Set goals that are challenging but attainable to avoid burnout.

- **Review and Adjust:**

- Regularly review your plan to see if you're on track. Be flexible and adjust as needed to accommodate changes or unexpected events.



How are you using asynchronous days??

# The Importance of Adaptability

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- **Embracing Change:**

- Life is full of unexpected changes, and being adaptable allows students to handle these situations with confidence.

- **Problem-Solving:**

- Flexible thinking enhances problem-solving skills, enabling students to find creative solutions when faced with obstacles.

- **Resilience:**

- Adaptability contributes to resilience, helping students recover and bounce back from setbacks or failures.

- **Academic Success:**

- In academic settings, adaptability allows students to adjust their strategies when they encounter difficult subjects or unexpected challenges in their studies.

A quiz will be failed.

An assignment will be late.

How will we handle it?





# Understanding and Managing Emotions

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- **Recognizing Emotions:**

- **Awareness:** Start by identifying and naming your emotions (e.g., anger, frustration, happiness). Understanding what you're feeling is the first step toward managing it.
- **Triggers:** Recognize what triggers specific emotions, whether it's academic pressure, social interactions, or personal challenges.

- **Managing Reactions:**

- **Pause and Reflect:** Before reacting impulsively, take a moment to pause. Consider why you're feeling a certain way and how you want to respond.
- **Healthy Expression:** Find constructive ways to express emotions, such as talking to someone you trust, journaling, or engaging in creative activities.



# Importance of Effective Communication and Teamwork

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- **Foundation for Success:**

- **Academic and Personal Growth:** Effective communication and teamwork are critical for academic success, as they allow students to share ideas, solve problems, and learn from others.
- **Building Relationships:** Strong communication skills foster positive relationships with peers, teachers, and others, leading to a supportive learning environment.

Talk to your teachers!!!

- **Key to Achieving Goals:**

- **Synergy in Teams:** When students work together, they combine their strengths, leading to better outcomes than working alone.
- **Conflict Resolution:** Good communication helps prevent misunderstandings and resolves conflicts quickly and respectfully.

Why do we emphasize communication and teamwork at IA?



# Helpful Hints To Promote Executive Functioning Skills

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# Helpful Hints To Promote Executive Functioning Skills

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Ask your teacher  
about during the  
week tutoring as  
well!

# Tutoring Resources

8:55 – 10:15 Flex Friday Tutoring Hour

All teachers will be available for tutoring/project support in their classrooms.

- Map out a tutoring plan each Flex Friday and sign up on the event planning website.
  - Tutoring time is not just for students that are failing!