

Executive Functioning Skills

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Organization

School Binder with **dividers:**

*Place all handouts in a pocket divider for that subject.

*Start each section of your binder with an **assignment sheet**.

*Take **notes** in class.

1. Write down keywords you don't understand. Look them up later.

2. Read your notes daily, and study them for tests.







Planning

Keep your planner out. At the beginning & end of every class, write down new due dates.

Make it fun, and use **different color pens** for each subject.

Highlight upcoming tests, so you remember to study.

Check off items you are finished with for a sense of accomplishment.

Check your planner every day **at tutorials** and **at home**!





Pay Attention

1. **Sit upright** rather than slouching to get more oxygen into your lungs and feel more alert.
2. Challenge yourself to **participate in class** a given number of times.
3. **Take notes** : Find a method that works well for you!
   - Write down key points or concepts
   - Draw pictures that explain concepts
   - Connect the subject to other areas of interest
   - Highlight important information



1. Try a strong mint to boost alertness.





Time Management

Create a routine.

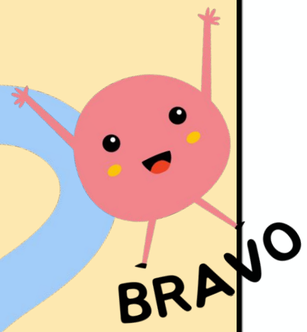
1. Set up a **to-do list** every day in tutorials, utilizing your planner.
2. Set aside **time at home to work**.
3. Remove distractions.
4. Improvement takes dedication. **Stick to** your work time **schedule.**





Self regulation

1. Identify things you enjoy and use them as a reward!
2. Work for 20-minute intervals with a 5-minute break.
3. Work for 4 songs, then dance party the 5th.





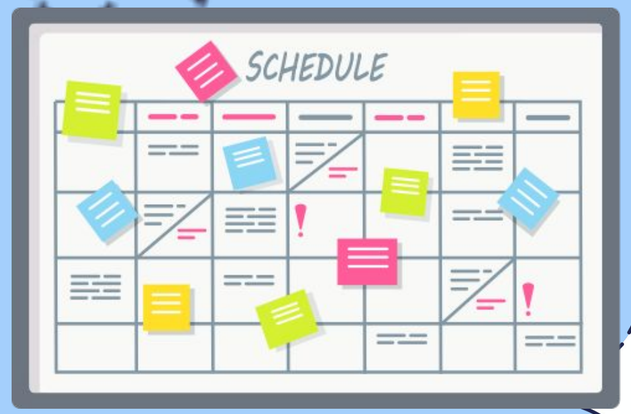




Task Initiation

Use the time and plan given.

1. Use the planner by writing all assignments at the start and end of class.
2. READ your planner every TUTORIAL period and make an evening SCHEDULE.
3. Set up your work environment to produce the best results.







Cognitive Flexibility

- Leave room to pivot.
- Do not wait until the last minute to study.





Thank You So Much