











Executive Function Skills & Strategies for Support

Executive Function	Skill Definition	Strategy to Support your Learner
Planning 	The ability to figure out how to accomplish tasks and goals	<ul style="list-style-type: none"> • Help your learner create a visual system for tracking homework and events • Chunk big tasks or projects into smaller, more manageable parts
Time Management 	The understanding of how much time tasks should take and effectively using time to complete tasks	<ul style="list-style-type: none"> • Utilize visualize timers to help track time • Have the learner estimate how long something will take, time and compare the actual time
Organization 	The ability to keep materials and spaces neat; understanding where each item belongs	<ul style="list-style-type: none"> • Organize space/supplies together, take a picture of how it should look, and chose a regular weekly time to reorganize • Have a home or place for everything
Working Memory 	The ability to hold information that we need to use in our minds	<ul style="list-style-type: none"> • Verbally summarize learning • Write down things that may be easily forgotten- these are things we always think we'll remember!
Attention 	The ability to maintain focus on a task that is non-preferred	<ul style="list-style-type: none"> • Remove distractions in learning space • Allow movement breaks after a period of sustained work • Exercise before getting started on non-preferred task
Task Initiation 	The ability to begin a task that you have planned to do in a timely manner	<ul style="list-style-type: none"> • Prompt your child to tell you the steps they need to take to complete the task • Start with the easiest part first
Flexibility 	The ability to revise plans and adapt to unexpected changes	<ul style="list-style-type: none"> • If possible, prepare your child in advance about plans • Practice changing the rules of a favorite game or the ending to a story
Perseverance 	The ability to stick with a task even when it becomes challenging	<ul style="list-style-type: none"> • Create smalls goals to meet and celebrate along the way • Give precise praise for working hard along the way, not just completing the task
Self Control 	The ability to be in control of one's emotional state	<ul style="list-style-type: none"> • Verbalize feelings • Record triggers in a journal • Brainstorm ways to manage and prevent triggers
Metacognition 	Self-reflecting or thinking back on one's work or behaviors	<ul style="list-style-type: none"> • Model thinking out loud about how you complete a task • Use mistakes as a chance to discuss what was learned and what could have gone differently