

EXECUTIVE FUNCTION DEVELOPMENT

When do skills typically emerge?

ELEMENTARY SCHOOL

Emerging Skills

- Learning to pay attention
- Learning to control behavior & impulses
- Shifting behavior to follow rules
- Following 2-3 step directions



MIDDLE SCHOOL

Emerging Skills

- Learning to think ahead to plan actions & to solve problems
- Managing & following a daily routine
- Modifying behavior in changing environments



HIGH SCHOOL

Emerging Skills

- Learning to think & behave flexibly
- Organizing & planning projects or activities with friends or classmates
- Adapting to changing rules
- Deepening self-awareness



COLLEGE

Emerging Skills

- Using Executive Function skills to be independent and productive
- Self-monitoring of productivity & performance
- Consistent impulse control across different environments



ADULT

Refining Skills

- Using Executive Function skills to balance work & personal life
- Effectively managing multiple schedules & projects
- Using strategies to set & achieve meaningful goals

APPS THROUGH THE DAY

to support
Executive Function skills

morning

Waking up can be tough, but nothing short-circuits a career like being late. The Alarmy app makes sure you get out of bed!

Try One Big Thing to set daily priorities and help keep you focused on what's really important



during the work day



Keep on track with the Pomodoro app to manage your time and help you get through your meeting agendas

Resist distractions with Forest. This engaging app rewards focus with a growing tree image and gentle reminders

after work

Use Mint to track expenses and keep to your budget

Habitica helps you set personal goals, such as regular exercise and other self-improvement targets, and track your consistency over time



before bedtime



Use f.lux to minimize sleep disruption from screen exposure. It automatically changes the light on your laptop as the sun sets

Settle down for a good night's rest with a brief guided meditation on Calm.com

building good habits takes time

Executive Function coaches help adults identify apps and strategies that support them in becoming effective and productive

IS IT "SCATTERED" OR EXECUTIVE FUNCTION WEAKNESS?

Adults who appear forgetful, distracted, or unmotivated can often lack important self-management skills.

SYMPTOM

Avoids working on long-term or comprehensive projects

REASON

Doesn't have a way to get started

SKILL NEEDED

Initiation



SYMPTOM

Cannot locate important items or documents, forgets obligations

REASON

Doesn't have systems to keep track of items and intentions

SKILL NEEDED

Organization



SYMPTOM

Runs late for appointments, often misses due dates

REASON

Doesn't have strategies for being aware of time

SKILL NEEDED

Time management



SYMPTOM

Procrastinates, then panics at the last minute

REASON

Doesn't know how to break work into chunks and rank the importance of tasks

SKILLS NEEDED

Planning and prioritizing



SYMPTOM

Easily distracted and has difficulty keeping focus

REASON

Lacks strategies to maintain concentration and persistence

SKILL NEEDED

Sustained attention



Executive Function skills are coachable :
Initiation Organization Time Management Planning
Prioritizing Distraction Management

Beyond BookSmart

LEARN MORE AT
BEYONDBOOKSMART.COM



IS IT "LAZINESS" OR EXECUTIVE FUNCTION WEAKNESS?

Children who appear lazy, defiant, or unmotivated often lack important self-management skills.



SYMPTOM

Refuses to do homework

REASON

Doesn't know how to get started

SKILL NEEDED

Initiation

Executive Function Skills are teachable!

Students can learn:
Initiation
Organization
Time Management
Planning
Attention

SYMPTOM

Forgets or loses materials

REASON

Doesn't have systems to keep track of papers, binders, and books

SKILL NEEDED

Organization



SYMPTOM

Runs late, passes in work past due date

REASON

Doesn't have strategies for being aware of time

SKILL NEEDED

Time Management

SYMPTOM

Procrastinates, then last minute panic

REASON

Doesn't know how to break tasks into chunks and sequence the work

SKILL NEEDED

Planning



SYMPTOM

Easily distracted

REASON

Doesn't have strategies to maintain focus and resist distractions

SKILL NEEDED

Attention

WHAT DOES AN EXECUTIVE FUNCTION COACH DO?

(It's probably not what you think...)

FIND OUT HOW COACHES WORK WITH STUDENTS AND ADULTS



CONNECT

Coaches build rapport with clients to learn their perspectives and to personalize strategies for them

ASSESS

Coaches assess clients' mindsets to determine readiness to change habits and help them move toward trying new tools



PLAN & PRIORITIZE

Coaches help clients become strategic in how they approach their work and to use their time effectively

ORGANIZE & ADVISE

Coaches assist clients in setting up systems to organize materials and digital data - and recommend strategies to fit clients' needs



REFLECT

Coaches teach clients to self-assess in order to build insight, independence, and ownership of their performance

COLLABORATE

Coaches confer with parents, teachers, therapists, and other supports to help build consistency in approaches



SUPPORT

Coaches support clients with tools & strategies that fit their needs, followed by check-ins between sessions



Executive Function coaches help students and adults build skills for a lifetime of success
www.beyondbooksmart.com

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