

EXECUTIVE FUNCTIONING SKILLS



Executive Functioning refers to the brain-based skills that are required for humans to execute or perform tasks.



Working Memory

ability to hold information in memory while performing complex tasks
Ex: follow two-steps directions



Being Organized

ability to keep track of information or materials
Ex: putting toys away in a designated place



Managing Time

capacity to allocate time and meeting deadlines
Ex: a teenager can establish a schedule to meet homework deadlines



Being Self Aware

ability to take a bird's eye view of yourself in a situation and self evaluate
Ex: changing behavior in response to feedback



Planning

ability to create a roadmap to reach a goal or complete a task
Ex: thinking of options to settle a peer conflict



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Starting Tasks

ability to begin projects in a timely fashion
Ex: begin a task right after being asked



Emotions Control

ability to manage emotions to achieve goals or complete tasks
Ex: recovering from disappointment



Self Control

capacity to think before acting
Ex: waiting for a short period without being disruptive



Sticking to Goals

capacity to have a goal and follow through
Ex: completing a job to get to recess



Mental Flexibility

ability to revise plans in face of obstacles or new information
Ex: adjusting to a change of plan without major distress



Staying Focused

capacity to keep paying attention in spite of distractibility, fatigue, or boredom.
Ex: completing a 5-minutes chore

