



EXECUTIVE FUNCTIONING

Skills for goal setting and achievement:

- Planning
- Organization
- Time management
- Self monitoring and evaluation

Skills that guide behaviour:

- Emotional control
- Paying attention
- Task initiation
- Flexibility
- Persistence

STRATEGIES

- Use clear direct language
- Break down task into small steps
- Assign priorities and clear (reasonable) deadlines
- Use written checklists
- Set daily routines, and notify changes
- Acknowledge success and “small wins”

