**Executive Functioning**

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| --- |
| *What is it?* The thoughts and actions involved in staying organized.**Where, When and How**1. **Where** things are or **Where** things belong
2. **When** something is due or **When** something is happening
3. **How** to do things or **How** to get started
 |
| *Examples of when executive functioning needs occur.* |
| * I lose or misplace things often
* My bag/folders/ room is messy
* I have trouble prioritizing what to do first for homework and studying
* My folders and papers get unorganized
* I leave important things at home or at school
* I forget about things I wanted to do
 | * Longer projects/papers are overwhelming
* Getting started on assignments can be difficult
* I run late because I am distracted or talking
* I have trouble finishing one task before starting another.
* I forget when homework is due
* I forget the teacher’s directions
 |
| *What strategies will help my executive functioning?** Set routines to create habits
* Have a set place to keep my things
* Use a planner
* Create a checklist to help monitor myself
 |
| *Checklist Directions***Add course names in order in top of column. Check off each row or write notes to yourself before and at the end of each class.***Two Sample Checklists and templates are attached.****Choose daily or weekly. Make Copies and staple in agenda.*** |

Sample

\*Choose the daily or weekly checklist based on your preference or needs. Fill in the class schedule across the top of the daily checklist, if applicable. Check off or make notes in the boxes as you complete each task.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Before Class** | Honors Anatomy | AP Comp Sci | Current Issues | Forensic Sci | Adv Comp | Dramatic Writing |
| * Submitted assignments
 |  |  |  |  |  |  |
| * Necessary Materials
 |  |  |  | **Need picture of lab results** |  |  |
| * Bag/folder organized
 |  |  |  |  |  |  |
| **End of Class** |  |  |  |  |  |  |
| * Homework assignments in agenda
 |  |  |  |  |  |  |
| * Necessary materials for homework
 |  |  |  |  |  |  |
| * Assignments Understood
 |  |  |  |  | **? feedback on writing piece** |  |
| * Bag/folder is organized
 |  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Before Class** | Monday | Tuesday | Wednesday | Thursday | Friday |
| * Submitted assignments
 |  |  | **Take a picture of lab results to use on homework** |  |  |
| * Necessary Materials
 |
| * Bag/folder organized
 |
| **End of Class** |  |  |  |  |  |
| * Homework assignments in agenda
 |  | **? Ask teacher about feedback on writing piece in Adv Comp** |  |  |  |
| * Necessary materials for homework
 |
| * Assignments Understood
 |
| * Bag/folder is organized
 |

Template

\*Choose the daily or weekly checklist based on your preference or needs. Fill in the class schedule across the top of the daily checklist, if applicable. Check off or make notes in the boxes as you complete each task.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Before Class** | Honors Anatomy | AP Comp Sci | Current Issues | Forensic Sci | Adv Comp | Dramatic Writing |
| * Submitted assignments
 |  |  |  |  |  |  |
| * Necessary Materials
 |  |  |  |  |  |  |
| * Bag/folder organized
 |  |  |  |  |  |  |
| **End of Class** |  |  |  |  |  |  |
| * Homework assignments in agenda
 |  |  |  |  |  |  |
| * Necessary materials for homework
 |  |  |  |  |  |  |
| * Assignments Understood
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| * Bag/folder is organized
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