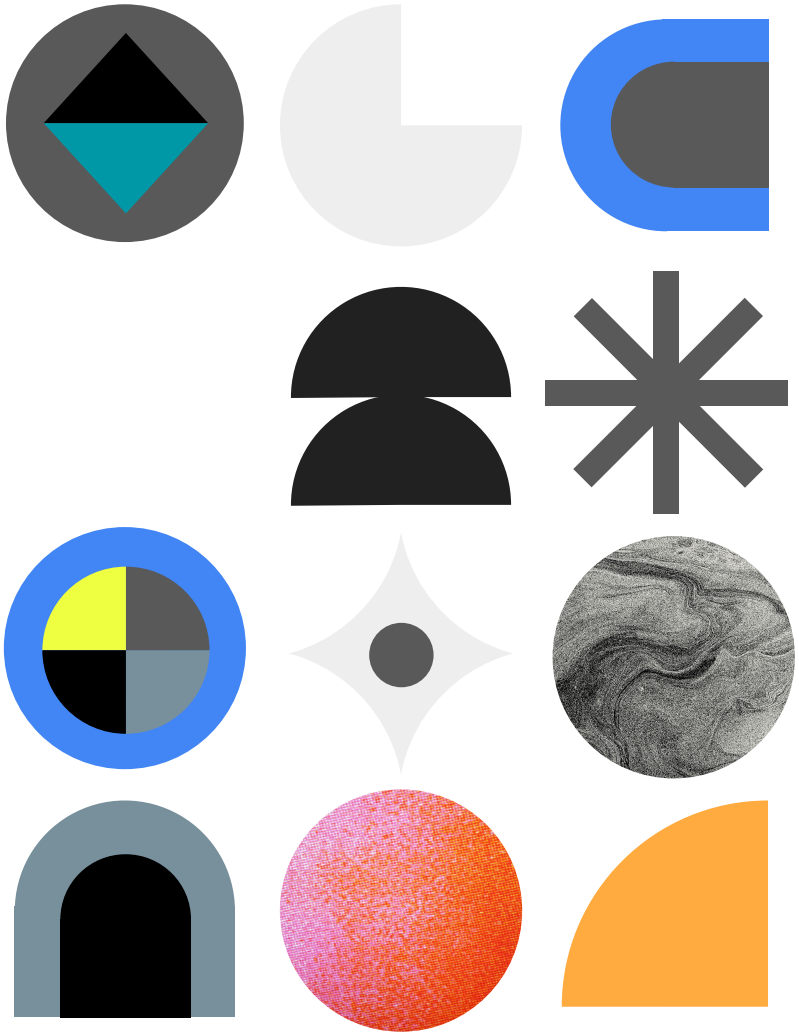
Supporting Executive Function

Meggin Funk & Megan Lantis
ASD Network

NEBRASKA esu13 serving the panhandle

NEBRASKA DEPARTMENT OF EDUCATION



Agenda

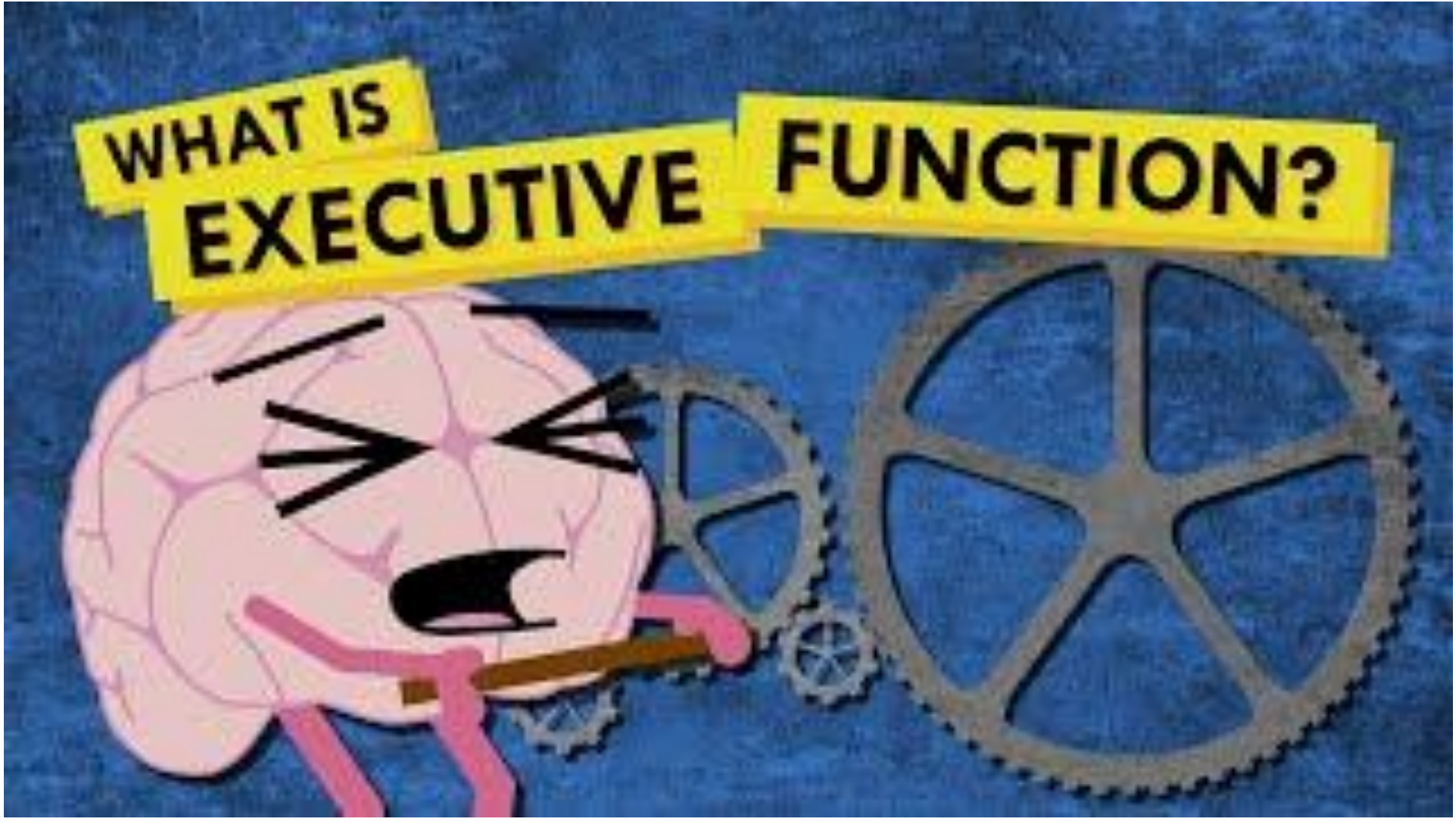
What is EF

How does EF affect school & employability

Tools to support EF

GUIDED NOTES!




WHAT IS
EXECUTIVE FUNCTION?

Executive Function

EF skills are the mental processes that enable us to plan, focus attention, remember instructions, and juggle multiple tasks successfully. The brain needs this skill set to filter distractions, prioritize tasks, set and achieve goals, and control impulses that bring about positive behavior choices.

Executive Function

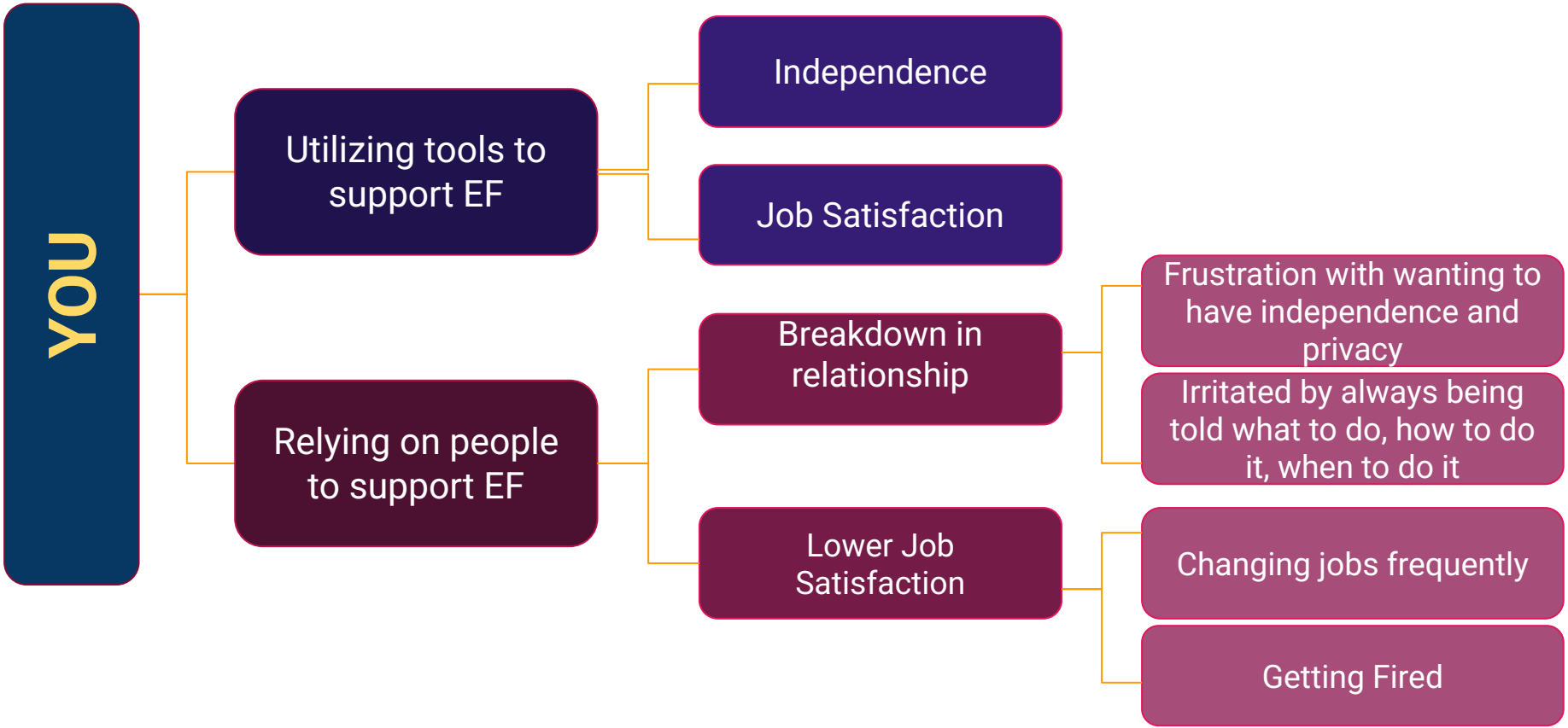
We can think of these as the “big picture” life skills of educational and vocational training: reading/writing, meeting expectations at work, managing finances, running a household, maintaining relationships, etc.

https://www.theinformedslp.com

How does EF affect employability?

[What's So Hard About Soft Skills = The ASHA Leader]

Communication	Enthusiasm and good attitude	Teamwork	Networking	Problem-solving and critical thinking	Professionalism
Report on completed work	Accept interruptions	Make suggestions	Make appointments	Identify when there is a problem	Use appropriate speaking styles with customers, clients, and colleagues
Use workplace-appropriate language	Use coping skills to manage own stress	Avoid being overly critical	Complete interviews	Identify possible solutions to problems	Manage deadlines
Get to the point	Avoid grumbling	Listen	Appropriately use multiple forms of communication/ social media	Understand when a problem needs an immediate response	Maintain appropriate working speed and accuracy
Make suggestions	Work on a non-favorite task	Accept decisions of the team	Seek input from others	Ask questions at appropriate time	Maintain appropriate hygiene and dress
Report problems	Effectively implement suggestions	Do assigned portion of a project	Establish positive relationships	Begin and continue independent work	Do the work that is needed in the way the employer expects
Ask questions at appropriate time	Seek further training and responsibility	Change from one task to another as needed		Follow rules and safety procedures	Begin or delay a break when directed
Use good manners		Vary work pace as necessary			
Use written communication as required		Help during busy times			
Respond appropriately to both literal and inferred messages		Report on progress and problems			
Interpret facial expression and body language					


YOU
Utilizing tools to support EF
Independence
Job Satisfaction
Relying on people to support EF
Breakdown in relationship
Frustration with wanting to have independence and privacy
Irritated by always being told what to do, how to do it, when to do it
Lower Job Satisfaction
Changing jobs frequently
Getting Fired

What's the goal of…..

Brushing your teeth

- NO bad breath, pretty smile, doing what I'm told, good health

Attending school

- Learning something new, to see my friends, not be in trouble, participate in activities: sports, speech, drama, cheer, etc

Practicing football/volleyball/one acts/band/choir/FFA

- Become better, improve skills, WIN, be with friends

The weekend

- Catching up on sleep, relaxing, watch TV/phone, scrolling social media gaming, shopping, hit the coffee shop,

TAKE A TEST

Teacher/Employer Goal
Out of your control

YOUR GOAL
In YOUR CONTROL!

Steps you are choosing to take to achieve your goal

My GOAL	Pass the test
What is the PROBLEM	I don't have a lot of time
PLAN	Study when I get home after practice
ORGANIZE for success	Materials needed: Notes/Study Guide
REGULATE for focus INHIBIT - decrease distractions	Determine location: Bedroom Wants: Snack, TV turned off, phone notifications silenced, colored note cards, favorite pen
TIME AWARENESS	Set 15 minute timer to make sure we are progressing
Task INITIATION	When my timer goes off at 7pm I will begin
REMEMBERING	Read through notes multiple times, write notes on note card
Be FLEXIBLE	There may be something on the test I didn't study for but I can take a deep breath and move to the next question



All the EFs needed to pass the test



Make the Pico

Teacher/Employer Goal
Out of your control

YOUR GOAL
In YOUR CONTROL!

Steps you are choosing to take to achieve your goal

My GOAL	Have it completed so I can take my break.
What is the PROBLEM	I can't remember the recipe
PLAN	Make enough Pico to fill the prep container
ORGANIZE for success	Find all of the ingredients in the kitchen and the tools needed
REGULATE for focus INHIBIT - decrease distractions	Find a quieter space in the kitchen with lots of counter space, facing the wall
TIME AWARENESS	It takes me 1 hour to complete the recipe
Task INITIATION	I will begin within 5 minutes of arriving/being told
REMEMBERING	Advocate for the recipe and list of all materials needed
Be FLEXIBLE	Know that I may have to stop what I'm doing to jump in and help with dishes if we get busy

GOAL

Teacher/Employer Goal
Out of your control

YOUR GOAL
In YOUR CONTROL!

Steps you are choosing to take to achieve your goal

My GOAL	
What is the PROBLEM	
PLAN	
ORGANIZE for success	
REGULATE for focus, decrease distractions	
TIME AWARENESS	
Task INITIATION	
REMEMBERING	
Be FLEXIBLE	



Goal Setting

- Goals are all about productivity.
- What do you want or need to get accomplished?
- What steps will you take to get them done?

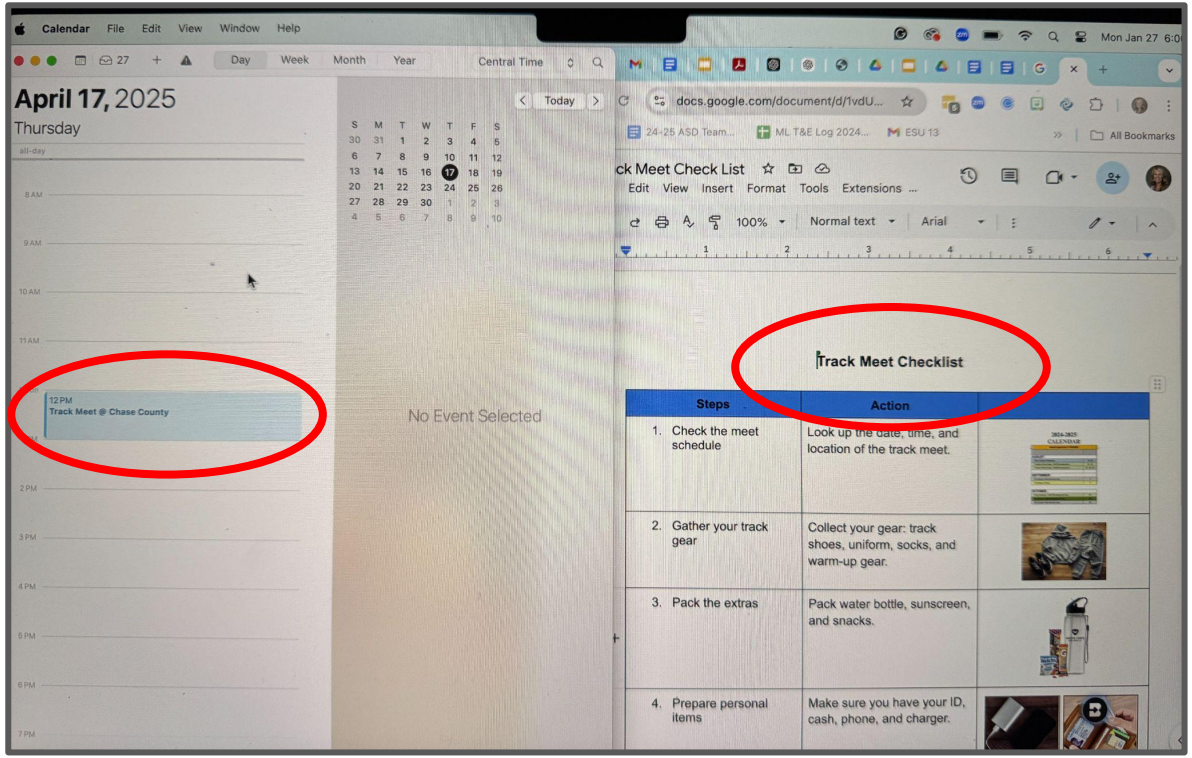
Tools to help with Planning

Take the time to add important dates to your calendar

Set reminders to go off the night before

Add a checklist in the notes section to help you remember everything you need for the event.

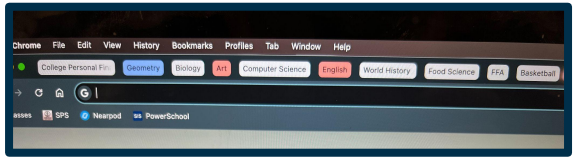
Utilize a shared calendar and have a accountability partner help you.



April 17th Track Meet at Chase County

Tools to help with Organization





Use Google Tabs to organize your assignments & classes

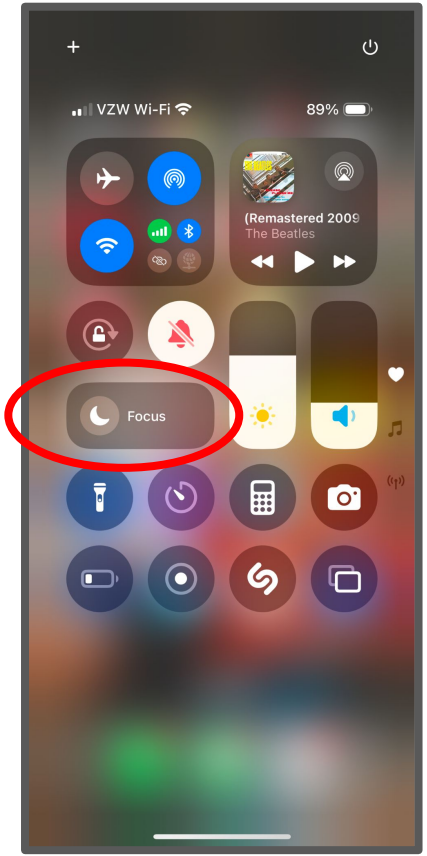
Color code to act as a to do list

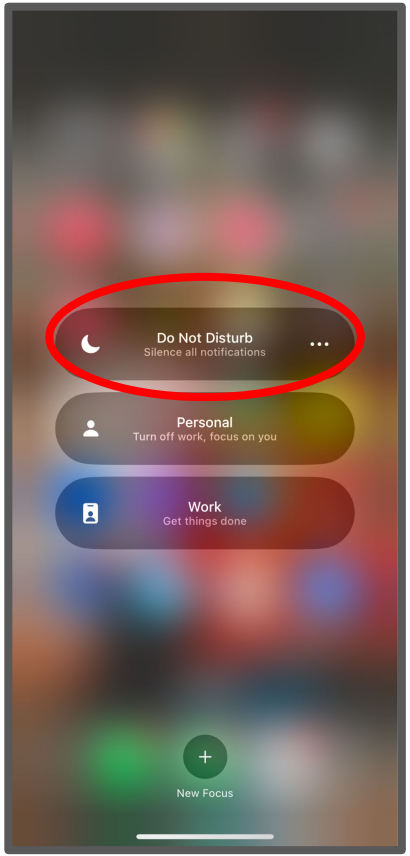
Explore other Google chrome extensions that help with organization

Tools to help with Regulation & Focus

To focus, you need to be aware of what's distracting you. This is called self-regulation.

If it's hard to stop checking social media while studying, change your settings to help you stay focused.





Tools to help with Time Awareness

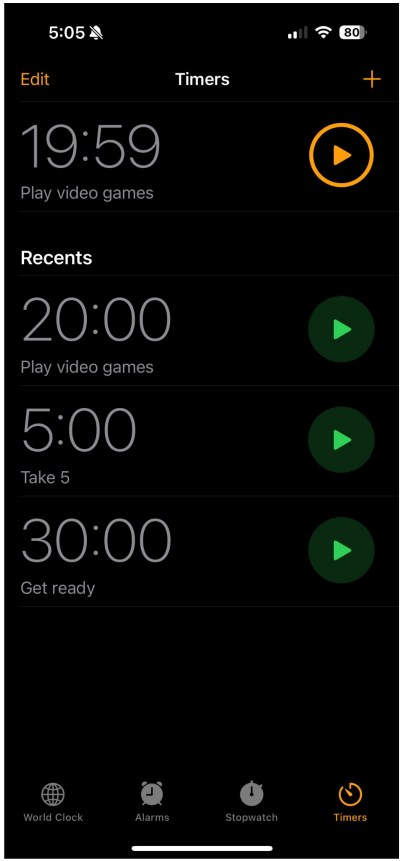
Use a timer to track tasks

Estimate how long activities will take

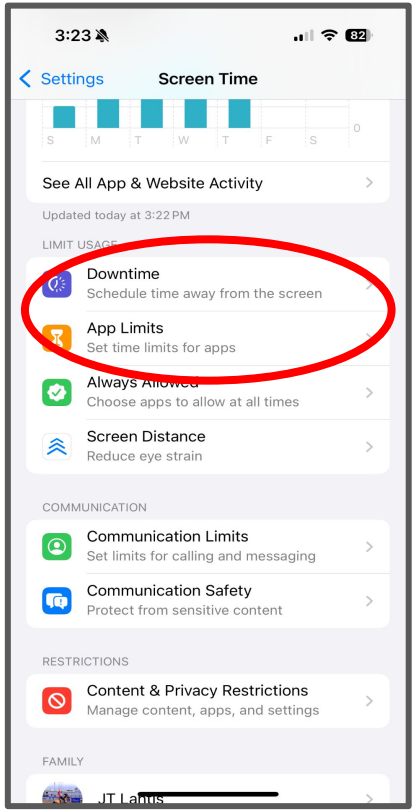
Track actual time spent on tasks

Allow buffer time for unexpected delays

Use this data to plan better in the future



Set time limits for yourself on apps through your screen time settings



Tools to help with Task Initiation

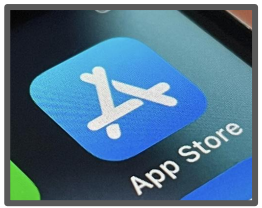
Use the Pomodoro Technique to increase my productivity. The basics of it are...

1. 📝 Pick a task
2. ⏳ Start a 25-minute timer
3. 👩‍💻 Work on the task until time is up without distractions
4. 😎 Take a 5-minute break
5. ♻️ Repeat or take a longer break if you've done around 4 sessions back-to-back

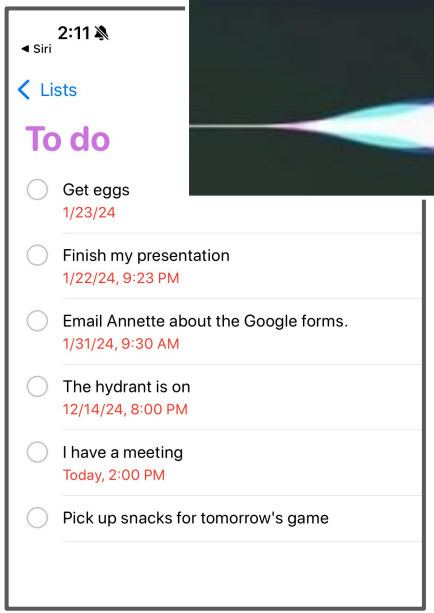


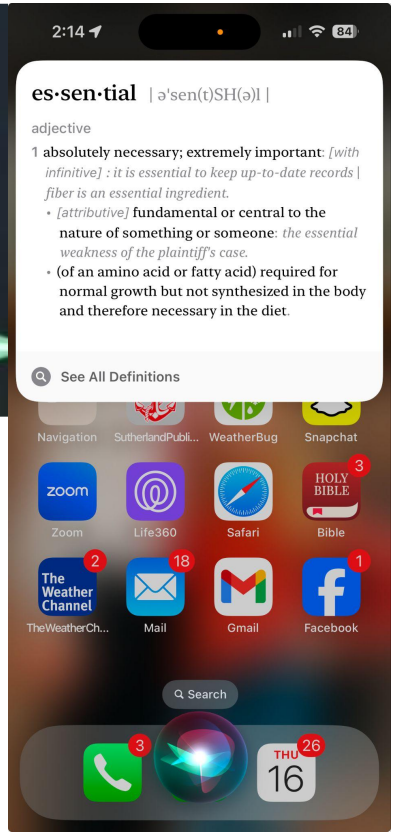
Tools to help with Remembering

Check out the App Store for others









Tools to help with Flexibility

Being flexible means knowing you might need to come up with a new plan when things don't go as expected.



Self Talk

Plan A:
What I really want to do is go to prom with a kid in my class? However, I he/she already has a date so now that isn't an option for me.

Plan B:
I could go to prom with a friend from out of town. However, their prom is the same night as our prom.

Plan C:
I could go to prom with a group of friends and not worry about a date.

Supporting EF Landing Page

Supporting EF Landing Page

January 29, 2025

Helpful Webinars/ Videos	Informal Assessments	Documents/ Articles	Websites:
How Do You Support Executive Functioning During Online Learning? Unstuck and On Target: Part 1 Part 2 Part 3 Executive Functioning Skills: STOP Strategy Executive Functioning: "Job Talk"- Developing Independent Executive Function Skills YouTube Videos: What is EF? How Children and Adults Can Build Core Capabilities for Life Executive Function: Skills for Life and Learning How to ADHD toolbox How to ADHD - Wall of Awful	K-5th Checklist Learning Style Inventory Peg Dawson & Richard Guare Questionnaire Questionnaire by Sarah Ward LifeSkills Advocate Free EF AssessmentLifeSkills Advocate K&M Center - online quiz	Executive Functioning Developmental Chart LD @ School - working memory Harvard's Enhancing and Practicing EF Skills Infancy-Adolescence Games to Support Executive Functioning Skills Working Memory Boosters Executive Functioning Worksheet	Brainline: School Based Assessment K&M Center A Day in Our Shoes: EF IEP Support NE ATP- EF Supports that fit in your pocket StudySkills.com (SOAR) My ADHD Toolbox - EF tools I'm Determined - goal forms & more Diffit - get "just right" resources Eisenhower Matrix Especially Education - visual supports to support behavior

Books/Curriculum - Check with your regional coordinator for availability from the ASD library



Age: 3-8 | Age: 3-22 | K-12 | Age: 8-11 | K-8 | Teens | Teens | Age: 4-13 | K-12 | K-12

Presentation: Guided Notes

CONGRATULATIONS!

Please complete the linked survey to receive your certificate of attendance as evidence of a transition activity!