



GalínEducation

Strategies, Tips, and Tricks for Executive Functions

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Objectives

- Define executive functioning and the types of tasks it impacts
- Review the framework for improving students with executive functioning challenges
- Discuss strategies and interventions to support students in these areas

Executive Functions Defined

- “The executive functions are a set of processes that all have to do with managing oneself and one’s resources in order to achieve a goal. It is an umbrella term for the neurologically-based skills involving mental control and self-regulation.”
- Organization, Planning, Time Management, Working Memory, Flexible Thinking, Emotional Regulation, Self Awareness, Initiation
- All functions are integrated with one another

Which tasks are most difficult?

Newer

More Complex

More Long Term

Goals

1. Less New
2. Less Complex
3. Less Long Term

How to support students

*E*ducate

*A*wareness

*S*trategize

*I*mplement

*E*valuate

*R*epeat

Organization

#1 Define the system

#2 Have a routine

#3 Consistency, Consistency, Consistency

NOTEBOOKS METHOD



Supplies:

- Planner
- Notebook for each class (preferably with pockets)
- Folder for each class

Where Stuff Goes:

- Recording tasks → planner
- Daily homework → folders
- Long-term & ongoing assignments → pockets of notebooks
- Notes & resources → notebook or pockets of notebooks

DIGITAL ORGANIZATION



Supplies:

- Laptop and/or tablet

Digital Folder Organization:

- School Year Folder
 - Semester Folder
 - Subject Folder
 - Individual assignments
 - Folders for projects
 - Subject Folder
 - Individual assignments
 - Folders for projects



LONG TERM STORAGE



Whichever system you devise, make sure you also have a designated place for long-term storage of old (but still useful) documents that can be safely kept for possible use later either in your locker or at home.

Depending on your needs, try:

- Accordion folder
- Binders for each subject
- Filing cabinet

The Clean...The Reset...The Get Organized

- 3 Types of papers: Keep, Toss, Long Term Storage
- “Organization Moment” each week
- 1 Touch Method
- Incorporate these strategies into daily routine; support student with their moment; speak the same language
- Set Goals, create accountability

Planning and Time Management

#1 Define the system

#2 Have a routine

#3 Consistency, consistency, consistency

Calendar & Planner



Main Purpose:

- Prioritize and plan effectively
- Keep a balance between daily and long-term goals
- Never be surprised or overwhelmed

How to use it:

- Fill in your blocks of time with specific tasks
- Break down long-term assignments into achievable chunks

SUN

13

MON

14

TUE

15

WED

16

THU

17

FRI

18

GMT-06

8 AM

9 AM

10 AM

11 AM

12 PM

1 PM

2 PM

3 PM

4 PM

5 PM

6 PM

7 PM

8 PM

9 PM

School
8am - 3:30pm

School
8am - 3:30pm

School
8am - 3:30pm

School
8am - 3:30pm

School
8am - 3:30pm

Meeting @ Galin
1 - 2pm

Calc Quiz
12:30 - 1:30pm

English Paper Due
11am - 12pm

Dance Team Practice
3:30 - 5pm

Dance Team Practice
3:30 - 5pm

Orchestra Practice
5 - 7pm

Planning and Time Management

- To Do List, Planner, Daily recorder, checklists (Keep)
- “Planning Moment” each week or day (Google Calendar)
- Start/Stop times mandatory...incorporates time est.
- Set start and stop points for the work
- Make these part of daily and weekly routine; scaffold
- Set Goals, create accountability

Task Analysis

- Break steps down
- Attach Times
- Create deadline
- How to support?

1. What is the assignment?
2. Break the project down into each and every step that needs to happen (be very detailed)
3. Plan backwards from the final deadline. Set checkpoints for yourself.
4. Transfer steps to the calendar.

Step	Action?	Estimated Time	To-Do Date	Done?
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Studying

- Planning/Time management piece
- Study Methods
- Prioritizing
- How to support?

3 Day Study Plan

Day 1	Day 2	Day 3	TEST DAY
Resources to study:	Resources to study:	Resources to study:	
How to encode/study methods:	How to encode/study methods:	How to encode/study methods:	
Time Needed:	Time Needed:	Time Needed:	

Studying

<p>1. Draw Pictures Take a concept and draw a picture in your notes or on a flashcard. Review the concept.</p>	<p>2. Make a Study Guide or Quiz Based on the information in the class, write out questions to answer and terms to define. Then attempt to answer them without any help.</p>
<p>3. Make Flashcards Create flashcards or quizlet. Follow the Flashcard rules.</p>	<p>4. T-Chart Write your notes and concepts into a T-chart. Once done, cover 1 column and quiz yourself</p>
<p>5. Flow Chart- Take a set of information and create a flowchart that allows you to learn the information</p>	<p>6. Web- Create a web to learn a main idea with supporting details</p>
<p>7. Timeline- Create a timeline to better understand the chronology of events, terms, and people</p>	<p>8. Venn Diagram Create a venn diagram to compare two ideas</p>

Initiation

#1 Infrastructure

#2 Have a routine

#3 Consistency, consistency, consistency

#4 Incorporate others

Initiation

- Start/Stop Times, Blocking out
- Ideal Environment- How can I achieve FLOW?
- Pomodoro Technique
- Timeblocking
- Apps
- Use other people



Conclusion

- EASIER method
- Focus on changing the cognitive roadmaps of students
- It's a process; it takes consistent implementation and practice to create change
- Create the template, steps, or framework for how to work with students
- Encourage and support the student: relationship is key
- Set Goals with the student

Contact

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