

Executive Functions: Brain Skills that Help You Get Things Done

Task Initiation

- Use a digital timer
- Make your task visible
- Make your progress visible
- Break it into steps
- Plan by the week & day
- Use time circles

KEY: Use the
Dopamine Reward System

Metacognition

- Move into your sensory system
(Shirzad Chamine)
- Mindfulness
(Jon Kabat-Zinn)

KEY: How will you remind
yourself to be present?

Goal-Directed Persistence

Sustained Attention

- Use a digital timer
- Make your task visible
- Make your progress visible
- Break it into steps
- Plan by the week & day
- Use time circles

KEY: Use the
Dopamine Reward System

Planning & Prioritization

Time Management

- Use analog clocks
- Wear a watch
- Be a time scientist
- Plan by the week & day
- Use time circles

KEY: SEE the time/task

Support your Physical Brain

Food
Sleep
Exercise

Working Memory

- Write it down
- Use a checklist
- Make the task visible

KEY: Keep it visible

Mental Flexibility Organization

Response Inhibition

- Sleep
- Metacognition

KEY: Awareness