

Executive Functioning

Executive function includes a set of mental skills that helps us plan, monitor, and successfully execute goals. Using things like organizational strategies and developing time management skills can help us experience more success.



✓ Create a daily schedule



✓ Use a planner or make a to-do list



✓ Break big tasks into smaller steps



✓ Keep notes or reminders on your phone



✓ Use labels or color-coding to organize your things