

What are Executive Functions?

Executive functions allow you to manage your thinking and behavior. They're how you develop a plan of action and set priorities.

Activation



- Organizing materials
- Setting priorities for a project
- Getting started on a project

Emotion



- Managing frustration and modulating emotions
- Recognizing emotional impact on productivity

Focus



- Focusing, sustaining focus, and shifting focus to tasks

Memory



- Utilizing working memory and accessing recall

Effort



- Regulating alertness
- Sustaining effort

Action



- Making to-do lists
- Ability to prioritize and put a plan into action

Here are some strategies to improve executive function...

Activation



- Develop an awareness of your habits of procrastination
- Ask yourself: "What's one small step I can take right now?"
- Identify and plan for hindrances to getting started

Emotion



- Write down everything that may be cluttering your mind before moving on to work
- Shift from narrow focus to wider focus

Focus



- Develop an awareness of where your focus slips
- Break up work sessions with physical activity
- Decide on a window of time when you will work

Memory



- Visualize activities, information, processes, concepts
- Write down assignments and information

Effort



- Break tasks down into smaller tasks
- Use a timer when working
- Expect obstacles when working toward completion

Action



- Verbalize what you intend to do
- Brainstorm alternative paths taking of action
- Prioritize important tasks from less important tasks