

What are executive functioning skills?

- 1.) **Planning** - the ability to put together a strategy for attaining a goal.
- 2.) **Time management** - having an understanding of how long it will take to complete tasks and using time effectively to complete those tasks.
- 3.) **Organization** - the ability to use a system to keep materials and plans in an order.
- 4.) **Task initiation** - being able to independently start tasks when needed, even if you don't really want to.
- 5.) **Working memory** - the mental process of being able to hold things in your mind while working with that information. For example, remembering information for short periods of time while taking notes.
- 6.) **Self-control** - being able to regulate your thoughts, emotions and actions. This is critical for academic and social success.
- 7.) **Sustained attention** - being able to focus on a person or task for a period of time.
- 8.) **Perseverance** - sticking with a task even when it becomes lengthy and challenging. It also includes being able to use strategies to complete the roadblocks involved in a task.
- 9.) **METACOGNITION** - understanding what you know and don't know. This also helps you stop and think when you are stuck.