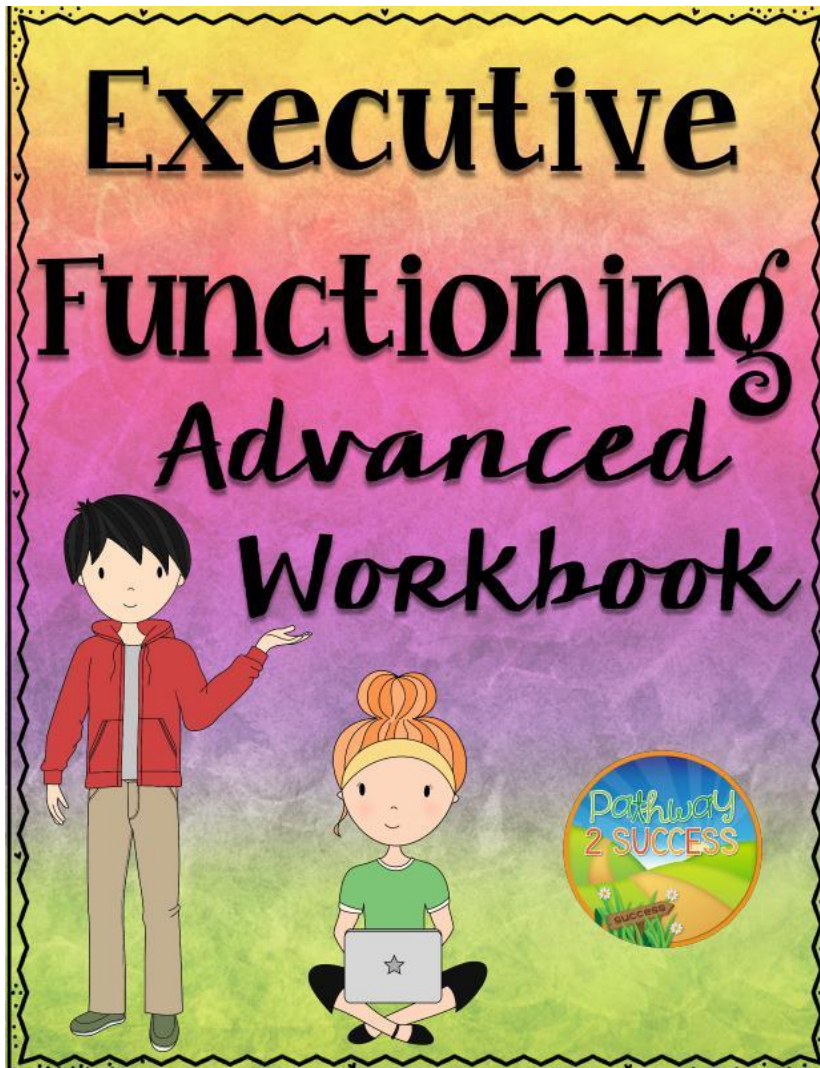


Executive Functioning Free Workbook Sampler



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Teach specific executive functioning skills with this advanced workbook, including: planning, organization, time management, task initiation, working memory, metacognition, self-control, sustained attention, flexibility, and perseverance.

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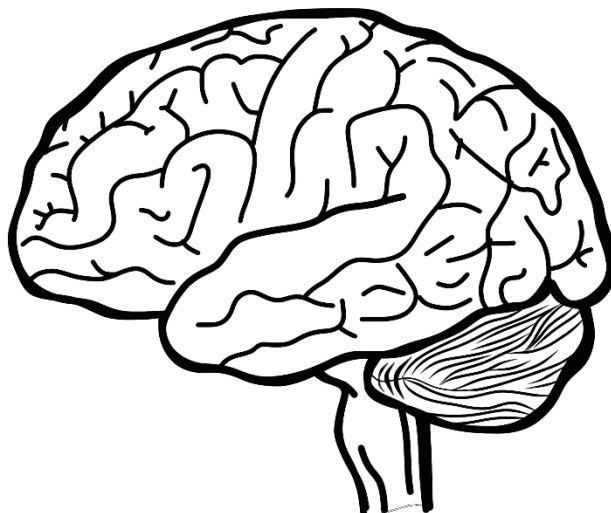
These are great materials to use with middle and high school students.

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Name: _____ Date: _____

Executive Functioning Pre/Post Quiz

Directions: Answer the following questions to show what you know about executive functioning skills.

1. What does "executive functioning" mean? _____

2. True or false (circle one): All executive functioning skills are linked and work together.
3. List three ways how improving your executive functioning skills can help you.

4. How does improving executive functioning skills also apply to adults? _____

5. Your ability to work through challenging problems is called _____.
6. _____ is the skill that helps you know what you know and what you don't know.
7. Someone who has weak task initiation skills is likely to do what? _____

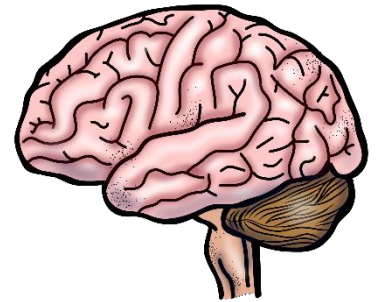
8. Identify two strategies for someone with weak sustained attention skills.

9. When you need to complete a long-term research paper, identify at least 3 executive functioning skills you will need to use. _____

10. What are your own personal executive functioning strengths and weaknesses?

What is Executive Functioning?

Executive functions are the brain skills that everyone needs and uses to complete tasks in our daily lives. They are the processes of the brain that allow us to plan, organize, and manage our thoughts and actions.



Executive functions are everything. Sometimes when people think of executive functioning skills, they first think of organization, but executive functioning is a lot more. These are the skills that allow you to plan for a research paper, get to class on time, stay focused in listening to your best friend tell the same story over again, and not talk back to an adult (even when you want to). Just think of how important all those things are in our daily lives! Executive functioning skills are engrained in everything we do.

There are many different specific skills involved. Different neuropsychologists and scientists pinpoint different names of executive functioning skills as more is learned about them. This is really an effort to break down and categorize the individual skills so kids and adults can learn them. The specific skills targeted in this workbook include: planning, organization, time management, task initiation, working memory, metacognition, self-control, sustained attention, flexibility, and perseverance.

Executive functioning skills are extremely linked and intertwined. To be able to complete your homework, you need to plan for what you'll need to bring home, use time management to plan out when you'll start and end, actually start the assignment (task initiation), have sustained attention over the course of the assignment, use flexibility when you come across an answer you don't know, and persevere even when the task is challenging. That is just ONE small example of how our executive functions are woven together. It is true for every part of our lives.

Executive functioning skills are not "all or nothing". Research has shown that every person has a unique profile of strengths and weaknesses. That may mean someone is great about planning out and organizing for a task, but really struggles with getting started. Another person may be very disorganized but has the ability to start the task (an assignment) the night before it is due and persevere to get it done on time. It's important to consider our own unique learning profiles so that we can focus on our strengths and improve on the areas that are significantly weaker.

Name: _____ Date: _____

Daily Checklists

Staying Organized with Checklists

Checklists can be one of the most effective and simple ways to keep yourself on track and organized. Best of all, you can use a checklist for everything from cleaning your room to organizing your notebook. All it takes is coming up with simple steps for completing the task.



Let's Practice

Using the list of activities below, choose two that you will come up with a checklist for. You can also come up with your own. Some of the checklist activities (such as cleaning your room) can be used over and over again!

Cleaning your room
Organizing your binder
Researching for a project
Getting ready in AM

Leaving school
Organizing your locker
Completing chores at home
Studying for a quiz

Name: _____ Date: _____

Estimating Time for Tasks

Why Estimating Time Matters

Figuring out about how much time you'll need for a task can give you an idea of how long you'll need to spend on each part. It is also a mental strategy that will help you stay on track of where you are and where you need to be. Also, take note that estimating time will be different for every individual person. If you are stronger at math, that math homework will take you less time than someone who needs to go back and review notes frequently. It's important that you develop a strategy to realistically estimate time for your tasks - and that takes practice.



Practice Makes Better

Let's practice with some silly tasks.

1. Estimate how many long it will take you to clap 100 times. Then, try it.

Your Estimate: _____ Actual: _____

2. Estimate how long it will take you to research and find the date of the hottest day recorded. Then, try it.

Your Estimate: _____ Actual: _____

Now, read each task below. Determine how long you think it would take you to complete. Then, explain why under "Rationale". When finished, compare with others.

Task	Estimated Time to Complete	Rationale
Running the mile		
Completing a 3-page research paper		
Cleaning your room		
Doing tonight's math homework		
Reading a chapter in your book		

Name: _____ Date: _____

Behaviors Aligned with Paying Attention

What You Can Do

Since it's challenging to specifically define "paying attention", it's important to recognize behaviors that are aligned with paying attention. They are the behaviors that most "look like" what paying attention probably is.

The chart below highlights several behaviors you can try to really force yourself to pay attention. After reading each behavior, identify how you think that behavior could help you stay focused and do well in class.

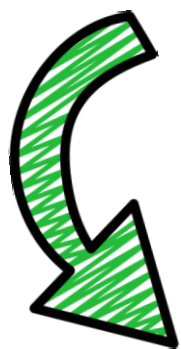
Behavior	How It Can Help You Stay Focused How It Helps You Do Well
Taking Notes	
Making Eye Contact with the Speaker	
Raising Your Hand	
Starting Work Right Away	
Using Self Talk ("What should I be doing right now?")	

Reflect & Respond

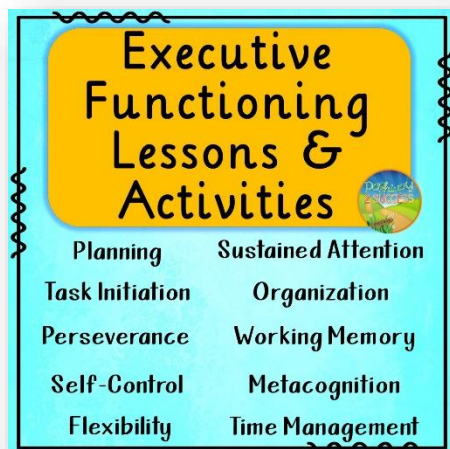
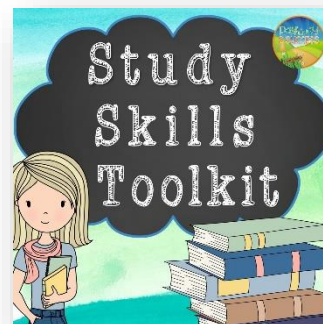
If you had to choose only one, what would you say the BEST way to show you are paying attention is? Why? _____



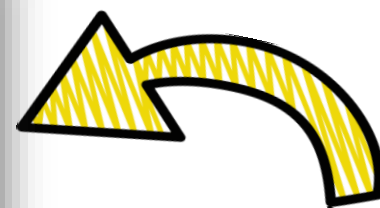
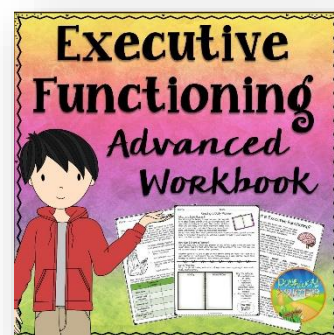
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resources to
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executive
functioning
skills.



Lessons,
worksheets, and
practice for
teaching study
skills including
planning,
organization,
attention, & more!



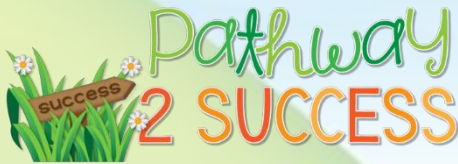
Click here to
check out all
of my study
skills
materials!

About the Author



Kristina Scully has been a special educator for over 10 years. She has a bachelor's degree in special and elementary education from the University of Hartford, along with a master's degree in special education with a specialization in autism from the University of St. Joseph. She has worked extensively with kids and young adults with behavioral challenges, learning disabilities, autism, ADHD, anxiety, and other needs.

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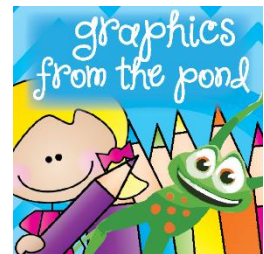
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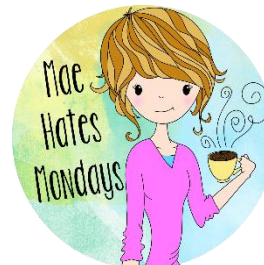
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