

# 10 Great Tips

## for Promoting Organization and Executive Functioning Skills in Teens and Adults



**Executive Functioning Disorder** refers to an individual who has difficulty meeting deadlines, being on time, making and keeping plans, multitasking, and even with more basic organizational skills.

We all, at times, may fall short on these skills. A messy desk is not significant in itself.



However, if these behaviors are **impacting academic, social or job-related success** then it might be time to seek help.

Executive Functioning Disorder (EFD) can occur with ADHD and other learning disorders or can be a stand-alone diagnosis. Someone may be a candidate for Executive Functioning Training if they are showing signs of:

- Difficulty in shifting gears between tasks
- Inability to meet reasonable deadlines
- Rigid thinking and trouble examining issues
- Extraordinarily disorganized desk, room, backpack or car

Here are

## **10 Great Tips** for **Promoting Organization and Executive Functioning Skills in Teens and Adults**

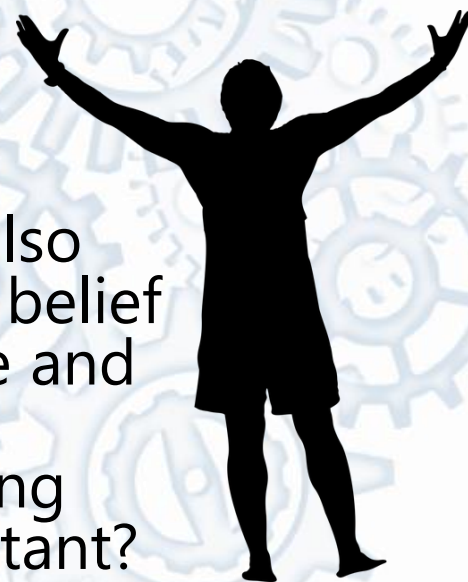






# MAKE YOUR GOAL COMPELLING

Start with **THE WHY**, also known as the cause or belief inspiring you to initiate and complete a task. Ask yourself: Why am I doing this? Why is this important? Why do I need to do this now? Then focus on the Why to maintain momentum and keep you on task.



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## TELL SOMEONE



Find an accountability partner and share your plans. You are more likely to stick to the plan if you have an accountability partner included in your journey. This person should serve as a confidant, motivator and be able to keep you on track when needed.



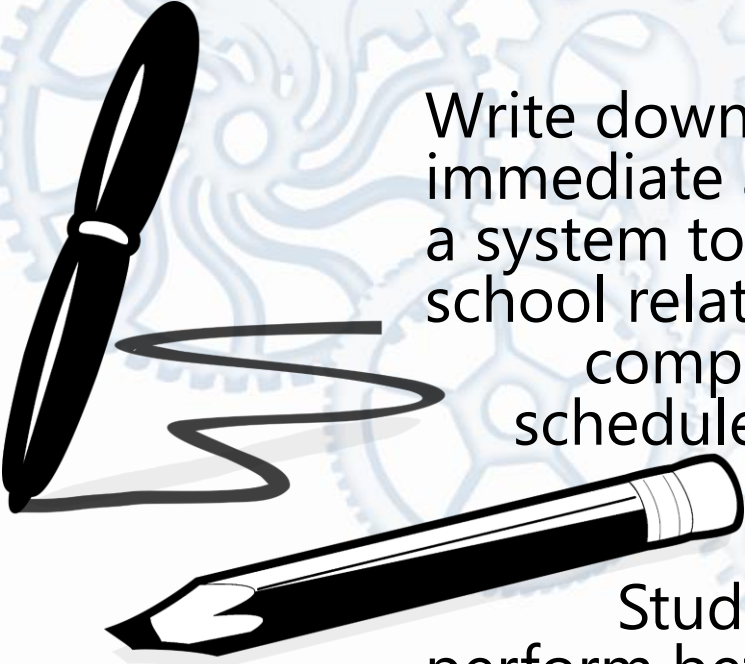
# CHEER YOURSELF ON

Replace any negative self-talk with positive affirmations. When in doubt, say them out loud.





## WRITE IT DOWN

A black pen is shown on the left, with a wavy line trailing behind it. Below the pen is a black pencil with a white eraser and a sharp lead tip.

Write down all assignments, both immediate and future ones. Find a system to keep track of all non-school related tasks to be completed, as well as other scheduled activities such as sports and medical appointments. Studies has shown we perform better with a list.





## DIVIDE AND CONQUER

Divide tasks into smaller parts. Break down an assignment into short, manageable pieces.


A great example is cleaning a room. Instead of making the room the task, divide the job of cleaning the room into: pick up clothes, make bed, sweep floor and throw away the trash.







## JUST DO IT!



Set aside time each day to plan and write down reasonable goals. Don't get fixated on the How, but Just Do It. A written goal is more powerful than one kept in your mind.



## BE MINDFUL OF DISTRACTIONS

Identify and share your potential disruptors. Ask family not to interrupt during a work period. Silence your phone, disconnect from technology and turn off the television.



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# LIMIT MULTITASKING



Limit working on multiple activities at one time. Prioritize and complete a task before moving to the next.





## ACCOUNTABILITY IS KEY

If you struggle with EFD, hold yourself accountable. If your child struggles with EFD, hold them accountable for the tasks they are assigned. Acknowledge them when they complete their assignments to the best of their abilities. Offer assistance when asked, but do not make excuses or do the work for them.



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## REFLECT



Upon completion of a task, do a self-reflection exercise. Ask yourself: What went well? What could be improved and how can I do the same task differently next time? Use this reflection to learn for the next task.

# HOW WE CAN HELP

Telespeech works particularly well for Executive Functioning Training since the remediation process takes place in the individual's home or place of work.

Organizational skills and time management as well as creating an environment programmed for success can be taught and reinforced through Telespeech.

Ask us how Great Speech can implement this program in your home or office.



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schedule your  
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