



## Tools and strategies to help with executive functioning skills

- Use a paper or dry erase calendar to keep track of obligations
- Use a planner or calendar to schedule a timeline to work on long term assignments
- Use sticky notes to write down to-do items
- Follow a checklist to complete all tasks
- Develop morning, afternoon and evening routines
- If multi-tasking is difficult, choose one activity to work on per day or use a planner and create time slots for each activity
- Set timers to start activities and stay on track
- Set timers for breaks during homework
- Limit time spent on electronic devices to avoid becoming “time blind”
- Explore planning and time management Apps on electronic devices
- Have someone check-in with you to help keep you on track and held accountable
- Set goals, review progress, and if needed, modify plan to meet goals
- Use highlighters, labels, and color-coded items to make a visual organization system
- Create “drop zones” for belongings and school work
- Identify some coping tools and stress relievers, and when you should use them
- Get adequate sleep, exercise, and nutrition

**\*Contact us to schedule an OT intake where we will learn more about your child and develop a plan for how to use these techniques to be more successful with their daily occupations**