**Executive Functioning Template**

Observations, Impacts and Strategies

Executive functions are brain processes that help us manage our thoughts and actions. This tool can be used to document how the young people you support manage these processes. It uses the same prompts as the Planning Tool and allows a greater exploration of executive functioning strengths and support needs.

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| **A purple circle with a silhouette of a person's head with gears inside  Description automatically generated** | Observations and examples. What can you see or hear the young person doing? | What are the helpful and unhelpful impacts on them and others? | What strategies & adjustments might help them? |
| **Planning:** This includes deciding on what's important (and not important) and then making a plan to get a task done. It includes the ability to sequence sections of the tasks in order, to best achieve the overall task. |  |  |  |
| **Organisation:** This is about staying on task and the preparation of what is needed to undertake the task. For example; collecting  equipment at the end of a lesson in preparation for a transition to another lesson. |  |  |  |
| **Time management:** Knowing how to use time effectively to get things done. It's about working out what's important and planning your day to get tasks completed. |  |  |  |
| **Working memory:** This is being able to remember information while working on other tasks. |  |  |  |

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| **Emotional regulation:** This is about understanding thoughts and feelings to plan what to do next. It is about managing emotions so a task can be finished. |  |  |  |
| **Attention:** This involves being able to pay attention to a task we need to do, even if we're bored or tired. |  |  |  |
| **Flexibility:** Being able to change plans and adapt to new situations. |  |  |  |
| **Meta-cognition:** Thinking about our own thinking. This includes checking on how things are going for ourselves. |  |  |  |
| **Task initiation:** Being able to start a job when needed. |  |  |  |
| **Persistence:** This is about being able to keep going to finish a job and re-visiting the job if necessary. |  |  |  |

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