



Executive Function Strategies

Prompts to Determine Scope (Avoid Rabbit Holes, Support Inhibition)

- Who is my audience? What do they already know? What do they need me to tell them?
- Is this information necessary for the reader to understand another key topic?

Prompts for Self-Monitoring in Research

- Does the writing sound professional? Unbiased?
- Is there evidentiary support for the ideas presented? Did I cite each source (or leave a note)?
- Is this on-topic? Does my audience need more (or less)?
- Does this contribute to the project goal?

Prompts for Developing an Organization System

- Do you generally do better with digital reminders like calendar alerts or physical/analog ones like a planner or journal?
- What DOESN'T work about your current system (Do you leave the planner? Get distracted by other apps or texts coming in?)
- What items have to be physically with you? What needs to be (or could be) kept digitally?
- What function does each action in the system serve? I.e., Why are we color-coding; does it serve a purpose or mostly just look nice?
- What daily maintenance would the system require? Is it realistic?

Prompts to Create Focus

- What time of day are you generally most alert?
- Where do you usually work/study? Does anyone or anything tend to distract you there? Can you control those things?
- How long do you try to work in one sitting? How often do you have breaks?
- Do you tend to fidget or move while reading/listening/writing?
- What actions can you take while working on a task (walking around, dancing in place, fiddling with a fidget cube or jewelry?)
- Who (if anyone) needs to be able to reach you at all times? Saved as favorite contact? Do you know how to adjust your Do Not Disturb settings?

Prompts for Planning

- What task seems most appealing today? How urgent (time-sensitive) is it?
- Is there a task that is more urgent (time-sensitive)?
- What would happen if I didn't do this task now (ask for each task)?
- Is someone waiting for me to complete x task so they can do their part?
- What resources do I need to accomplish these tasks? Can I get them myself or do I have to request and wait for the resources?

Handout created by Becca Güler, EdD, for the SCOARE Program.