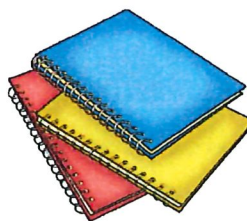


# Executive Functioning Skills



**Planning** is the ability to figure out how to accomplish our goals.



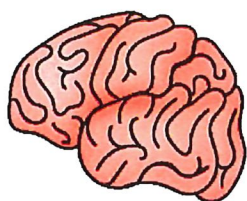
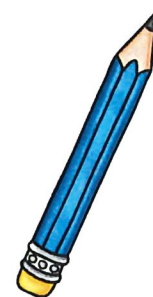
**Organization** is the ability to develop and maintain a system that keeps materials and plans orderly.

## Time Management

is having an accurate understanding of how long tasks will take and using time wisely and effectively to accomplish tasks.



**Task Initiation** is the ability to independently start tasks when needed. It is the process that allows you to just begin something even when you don't really want to.



**Working Memory** is the mental processes that allow us to hold information in our minds while working with it.



**Metacognition** is being aware of what you know and using that information to help you learn.

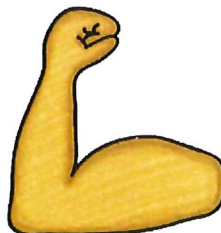
**Self-Control** is the ability to regulate yourself, including your thoughts, actions, and emotions.



**Attention** is being able to focus on a person or task for a period of time and shifting that attention when needed.



**Perseverance** is the ability to stick with a task and not give up, even when it becomes challenging.



**Flexibility** is the ability to adapt to new situations and deal with change.