

## 5 of the Most Effective Strategies to Help Students with Executive Functioning:

### **Binder, Backpack, and Bin Organization**

Problem: Disorganized binders and backpacks with loose papers.

Solution: Once a week, sort papers into piles by subject. Then sort each subject pile into “keep in binder” or “file in bin.” Only keep papers that relate to current lessons in binders and save others in file bin for later test prep. If possible, clip filed papers from each unit together, organized by date.

Link: <https://www.worldwisetutoring.com/wp-content/uploads/2016/06/Executive-functioning-Daily-Routine.pdf>

### **Predict and Prioritize**

Problem: Trying to complete tasks last-minute

Solution: List all current assignments. Predict how long each assignment will take. Rank the assignments in order of how they will be completed.

Link: Top of <https://www.worldwisetutoring.com/wp-content/uploads/2016/06/15-minute-daily-planner.pdf>

### **15-Minute Daily Planner**

Problem: Starting tasks too late.

Solution: Fill in table with predicted time for assignments for that day, as well as recreational activities such as watching TV or eating dinner. Follow the schedule. If a task takes less time than expected, start on the next task or take a timed break.

Link: Bottom of <https://www.worldwisetutoring.com/wp-content/uploads/2016/06/15-minute-daily-planner.pdf>

### **Break down large tasks**

Problem: Trying to complete projects or study for assessments last-minute.

Solution: Break the task into manageable parts with specific due dates that are added to monthly agenda/planner. For instance, break studying for a unit test into: review class notes by Mon, study past quizzes by Wed, make flash cards by Fri, etc.

Link: <https://www.worldwisetutoring.com/flash-card-strategies/>

### **Plan and Outline**

Problem: Difficulty starting and writing a comprehensive essay.

Solution: Use an outline. Fill in the outline in scaffolded steps. For instance: read first resource and paste relevant info into outline, then read the second resource and so on, then organize the info for logical flow, then add in transition phrases, etc.

Links: <https://www.worldwisetutoring.com/general-essay-outline/> and <https://www.worldwisetutoring.com/wp-content/uploads/2019/04/Transitional-Phrases.pdf>

For more Organization Strategies: <https://www.worldwisetutoring.com/organization/>