

**EXECUTIVE
FUNCTIONING
SKILLS**

**THE SKILLS WE NEED
TO COMPLETE
EVERYDAY TASKS**



DOING BEHAVIORS

THINKING BEHAVIORS

-  **Sustained Attention**
The ability to stay on task for a significant amount of time
-  **Task Initiation**
Take action to get started on tasks
-  **Response Inhibition**
Thinking before acting
-  **Emotional Control**
Keeping one's feelings in check

-  **Meta cognition**
Thinking about your thinking
-  **Time Management**
Keeping track time - understanding the feeling of time
-  **Organization**
Keeping track of things both physically and mentally
-  **Planning & Prioritizing**
Setting goals and making a plan to meet them
-  **Working Memory**
The ability to hold information in mind while manipulating it