The Hall

EXECUTIVE FUNCTION SKILLS

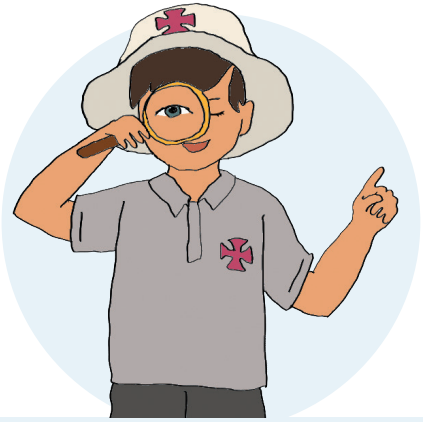
Executive function skills are the basic skills of self-management that allow people to live a healthy and fulfilling life.

We all have executive functions and these don't stop developing until our late twenties. Childhood and adolescence therefore present an opportunity to embed effective skills early on at school as well as at home. We can all benefit from understanding how our brain works and how it affects our learning, performance and behaviour and we can use this information to get work done, regulate our emotions and manage everyday life.

The aim of this booklet is to support students and adults at The Hall to work more effectively, develop confidence and bring about sustainable success in our school learning and daily lives.

FOCUS

Remaining on task and not becoming distracted



DO YOU FIND YOURSELF...

- Feeling overstimulated just after play time?
- Being unsure of what the task is, or where to find it?
- Feeling stressed or upset after an event, perhaps unable to get it out of your thoughts?

STRATEGIES

- Make sure you are aware of the tasks and seek help from your teacher
- Ensure you are in the correct 'zone' to learn
- Recognise what, or who, distracts you and distance yourself from them or the object

SUCCESS WITH THIS SKILL

- You can stay on task during a Science experiment regardless of what your peers are doing
- You can complete your homework in a busy household

MEMORY

Strategies to help me to remember

DO YOU FIND YOURSELF...

- Forgetting books for class / thinking you haven't got an item and finding it in your bag after all
- Not looking at the board for instructions
- Forgetting correct spellings or facts after you have learned them

STRATEGIES

- Use mnemonics (eg. **N**ever **E**at **S**hredded **W**heat to remember North, South, East, West)
- Write lists
- Revise and consolidate learning

SUCCESS WITH THIS SKILL

- You remember to revise for a test
- You ensure that all your equipment is packed and ready to use

EMOTIONS

Use your head and your heart

DO YOU FIND YOURSELF...

- Taking offence too quickly
- Calling out in class
- Saying something out loud even though it is rude (blurting out)

STRATEGIES

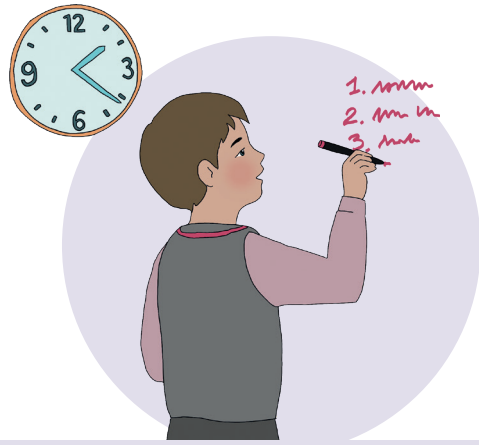
- Reflect on your actions
- Verbalise how you're feeling
- Take time out before responding or ask to put something 'on hold'

SUCCESS WITH THIS SKILL

- You can work through a difficult situation and verbalise how you are feeling
- You walk away from a situation that is making you feel really angry to have a time out

PLANNING

What should I do first, next and last?



DO YOU FIND YOURSELF...

- Rushing into a long piece of work and not planning it
- Not allowing enough time to meet deadlines
- Not completing tasks in a logical order

STRATEGIES

- Check your timetable, prep diary or Teams
- Create a mindmap or a 'To Do' list
- Give yourself thinking time before you start

SUCCESS WITH THIS SKILL

- You feel confident about starting and completing schoolwork
- You are on top of your workload

ORGANISING

Right thing.
Right place.
Right time.

DO YOU FIND YOURSELF...

- Having a satchel full of unnecessary equipment
- Bringing your cricket kit in when you have football
- Arriving at school without eating breakfast

STRATEGIES

- Keep your locker, bag or tray tidy
- Label your equipment
- Put your belongings in the correct place at home and at school

SUCCESS WITH THIS SKILL

- You remember to bring in your homework on the correct day and hand it in
- You have the right equipment in your bag for today's lessons

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