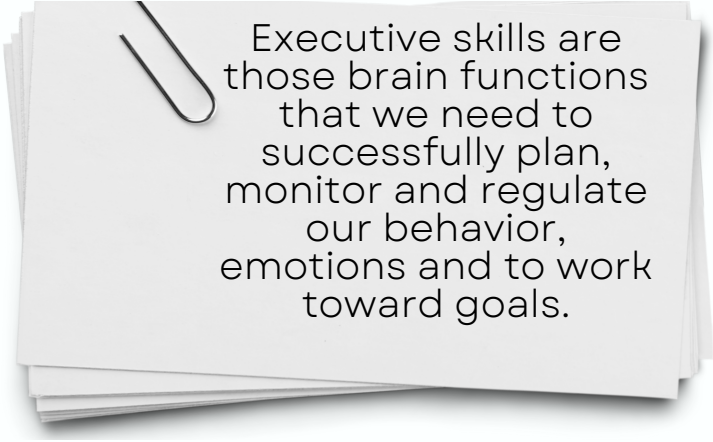


executive skills

a shift | in focus

Changing how we look at anxiety & ADHD



Executive skills are those brain functions that we need to successfully plan, monitor and regulate our behavior, emotions and to work toward goals.

THE ABILITY TO:

create and maintain well-ordered systems to keep track of information or materials.

ORGANIZATION

estimate how much time you need to complete a task, adjust behavior & stay within time limits and deadlines.

TIME MANAGEMENT

revise plans in the face of obstacles, setbacks, new information or mistakes. It includes the ability to adapt/adjust to changing or unexpected conditions.

FLEXIBILITY

create a roadmap to reach a goal or to complete a task. includes being able to decide what is more or less important to work on.

PLANNING/PRIORITIZING

hold information in your mind as you work on it. Like a "temp file," the brain holds onto several things at once to use simultaneously or store for use when needed.

WORKING MEMORY

inhibit inappropriate, irrelevant or impulsive responses or reactions to stimuli.

RESPONSE INHIBITION

assess how well you understand yourself and to observe how you do things. Self-awareness; being able to look at yourself from a "bird's eye" view. It includes the ability to observe how you solve problems, how you monitor your behavior and how you evaluate your actions and choices.

METACOGNITION

begin tasks without much procrastination in an efficient or timely fashion.

TASK INITIATION

use and respond to emotions in a healthy manner.

EMOTIONAL REGULATION

have a goal and follow through to the completion of the goal without being distracted by competing interests.

GOAL-DIRECTED PERSISTENCE

manage and self-regulate behaviors and emotions under stress.

STRESS TOLERANCE

maintain attention to a situation or task despite distractibility, fatigue, disinterest or boredom.

SUSTAINED ATTENTION