

## Skill Building Tip Sheet: Executive Function

---

### Beyond the Traditional "TO DO LIST – Try "THE HOW TO LIST "

Navigating through all of the lessons and assignments of distance learning can be tiring and frustrating. The power is in understanding how we work best. It is a very individual process. As parents, we are in a unique position to assist in the learning process right now. What a wonderful opportunity to better understand how your student learns so that they set themselves up for success. Guiding them through the process of developing their own HOW-TO LIST is a great opportunity to get your child thinking about what they think they need to be successful. The next few weeks is a great time to practice this process with your child the first few times. It helps to cultivate important self-awareness and personal accountability skills. This also helps them take ownership and celebrate small victories along the way. Over time, coaching how to sequence and plan for future assignments will come more naturally to them.

BREAK DOWN ASSIGNMENTS: Work together with your child to break down what they need to do for each assignment. Ask questions like, "where do you think we start?" or "what do you think we should do after this?" or "have we completed every part of the assignment?"

USE TIMER & TAKE BREAKS: Make sure to incorporate short breaks in the HOW-TO LIST, and consider setting a 10-15 minute timer to complete some tasks.

EASY ACCESS TO MATERIAL: Locating the hyperlink to any videos or reading material before diving in to the assignment can also be added to the HOW-TO-LIST. Often, the link or reading assignment is buried in the teacher's assignment description.

READ QUESTIONS FIRST: Include "Read Questions First" in the HOW-TO LIST. Consider printing out any worksheet that is provided to encourage note taking on the actual piece of paper.

LONG TERM PROJECTS: Develop a HOW-TO LIST before beginning the project and spread it over multiple days.