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DEMYSTIFYING EXECUTIVE FUNCTIONS: Understanding What Gets In Your Clients' Way

Abundance Organizing

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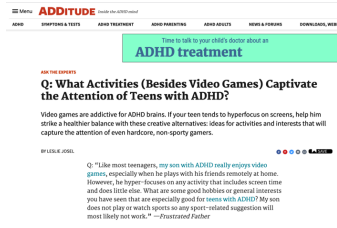
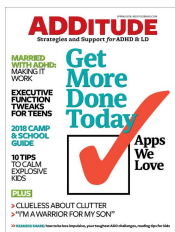
Order Out Of Chaos' Mission

Our purpose is to provide hands-on education, guidance and coaching to parents and their students through our customized products and programs, so all children – both mainstream and with learning issues – can develop the necessary skills they need to experience success in learning and in life.

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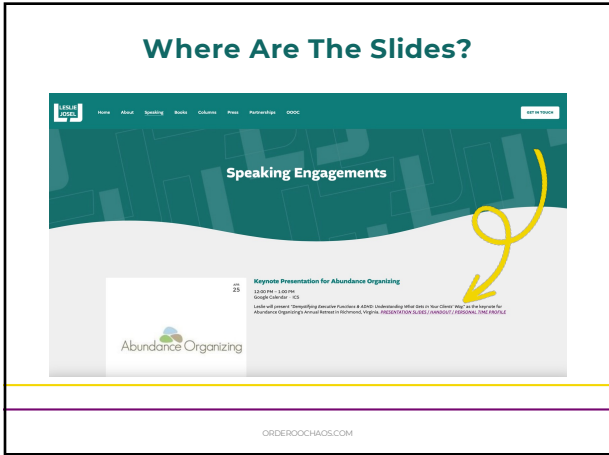
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ADDitude Magazine's "Dear ADHD Family Coach®" Columnist

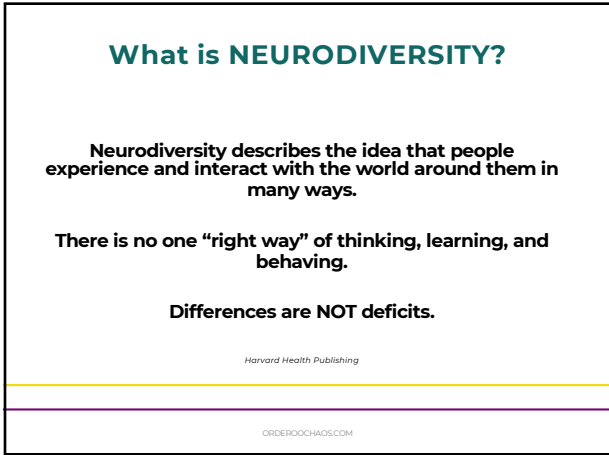


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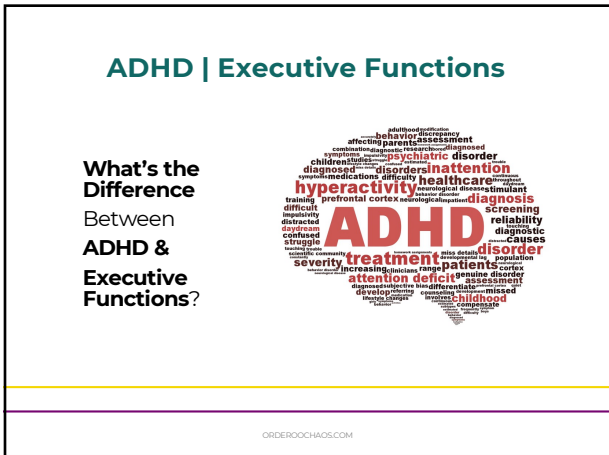
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ADHD Facts


**ADHD is a Self-Regulation Disorder
OR
Lagging Executive Functioning Skills**



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More ADHD Facts



Highly Genetic

Comorbidities

5% of US population diagnosed.
38% women to 62% men

6 million children under 18

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ADHD = EF

If diagnosed with ADHD you AUTOMATICALLY have Executive Dysfunction!

BUT...

The reverse IS NOT TRUE.

You can have lagging EF skills and NOT have ADHD!

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Executive Control

Executive Control is the brain's ability to filter, suppress and "screen out" all incoming information (including our own thoughts and impulses) that might "get in the way" of our ability to self-regulate and complete tasks.

In order to function daily, the brain must be able to ignore irrelevant thoughts, physical impulses, and external stimuli that barrage us and threaten our ability to maintain focus and control our thoughts, feelings and actions.

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Purposeful Actions

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Brain vs Behavior

Executive Age is the person's age based on how his or her brain is working. EF individuals are an average of 30% behind. This delay lasts into adulthood. Human brains reach their highest point of maturity in the early 30s, and for EF people, that is where the maturity stops, even if there is delay.

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What is the Executive Age?

True Age	Executive Age	True Age	Executive Age	True Age	Executive Age
3	2	13	13.67	23	15.33
4	2.67	14	13.33	24	16
5	3.333	15	13	25	16.67
6	4	16	12.67	26	17.33
7	4.67	17	12.33	27	18
8	5.33	18	12	28	18.67
9	6	19	11.67	29	19.33
10	6.67	20	11.33	30	20
11	7.33	21	11	31	20.67
12	8	22	10.67	32	21.33







When your children frustrate you with actions that are not age appropriate, refer to this chart to remind you to give them grace because their brains are developing behind schedule.

Graceunderpressure.com

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EF Skills Needed

-  **Planning and Prioritizing**
-  **Finishing work on time**
-  **Getting started or initiating**
-  **Retaining information**
-  **Organization**
-  **Flexible thinking**

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EF Skills Needed

- Understanding directions**
- Managing moods or behavior**
- Being overwhelmed by "volume" of work or tasks**
- Tuning out distractions**
- Self Leadership**
- Goal Setting to Goal Getting**

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Strengthen The Brain



BRAIN IS A MUSCLE!

IT NEEDS TO BE EXERCISED!

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PILLAR #1

Activation
Organizing
Time Management



The ability to keep track of things in space, in stuff & in time

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Mindshift

**HOW YOU LEARN IS
HOW YOU ORGANIZE!**

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Mindshift

filer vs piler **revealer vs concealer**

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Guidelines

Horizontal=Hidden


Vertical=Visual

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Organization

The Brain Craves Predictability
Calm vs Chaos



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Rules of Thumb

If they don't see it, it doesn't exist

If it takes more than 2-3 steps to do.....

Visible = Visual


Color code or label



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Mindset



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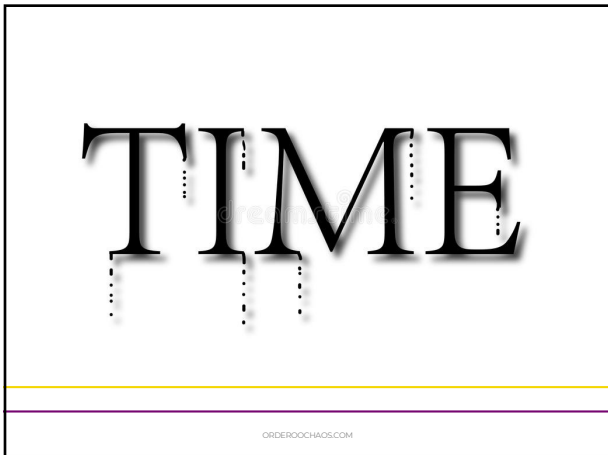
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Barriers to Entry

Closet Doors	Dressers	Height
Hangers	Opacity	Too much information
Not seeing time	Only using horizontal space	

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Does This Sound Like Your Client?


- Difficulty planning or prioritizing
- Late
- Not knowing how much time has past
- Difficulty initiating
- Uncertain how long things take to do
- Lacks "Future Awareness"
- Cancels.. A lot




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TIME BLIND



THE "NOW" VS "THE NOT NOW"




NO FUTURE AWARENESS

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Time Management



**Externalize Time
to
Internalize Time**


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Analog Clocks

**Hang clocks in every room in
which your client spends time.**

Including BATHROOMS



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ANALOGS

You need to SEE time in order to learn how to manage it!

Analog clocks allow you to see time move or sweep.

Helps you SEE how long you've spent on tasks and how much time you have left.

Digital gives one time – THE PRESENT!

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Where am I in relation to the rest of my day?



PAUSE
PICTURE
PACE

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DONE!

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Timers | Alarms




Set For
ODD Amount




Holds Future Time

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Billboarding 




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Mapping Time



5:10pm Get Ready

5:20pm Leave House

5:30pm Arrive

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Timely Questions

What is your plan.....?

What is Your first step to.. Next step...?

When will you have the time?


How will you see that?

What might get in your way?

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What is Your Time Personality?



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Personal Time Profile™

Everyone has individual time preferences & personalities. Tap into your best practices to create a customized approach to get your work done.

	Office Work	Work From Home	Task Work
ENERGY LEVEL: <small>time of day</small>			
STYLE: <small>independent, group, body double</small>			
DEADLINES: <small>last minute vs long lead times</small>			
FOCUS: <small>multitasking vs one at a time</small>			
PACE: <small>fast & furious vs slow & steady</small>			
PERFORMANCE: <small>make a plan vs spontaneous</small>			
ORGANIZATION: <small>number of computer</small>			
ENVIRONMENT: <small>small & cozy vs large & spacious</small>			
SOUND: <small>quiet vs noise</small>			
SPACE: <small>lights, windows, closed/open door</small>			
MUSIC: <small>classical, current, instrumental</small>			
FURNITURE: <small>desk, floor, table, chair</small>			
SUPPLIES: <small>time clock, headphones, clock</small>			
TOOLS: <small>lock, planner, checklist, device</small>			
FOOD: <small>snack, beverage</small>			


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PILLAR #2

Focus
Focusing
Shifting Attention



Auditory vs Visual Processing

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Focus


**Take Micro-Breaks
To Look at Nature**

Research from [University of Melbourne](#) suggests that even just *looking* at greenery boosts concentration.

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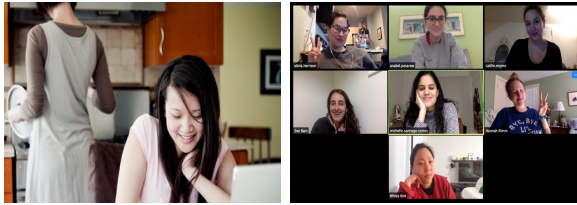
Secondary Focusing



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Body Doubling



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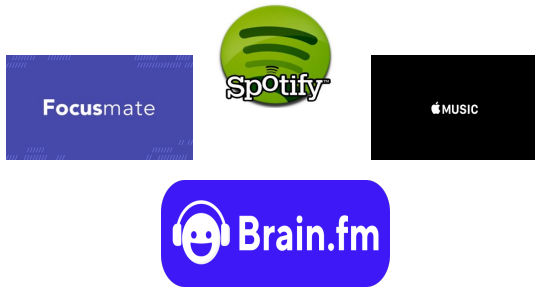
Music



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Music | Focus



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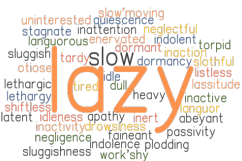
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PILLAR #3

Effort

Sustaining Effort

Distractions



The ability to take or sustain action on a task

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No One is JUST Lazy

Disinclined or adverse to activity, work, or any kind of exertion

It fails to ask **WHY**



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Why Don't We Do Things?



IT'S UNINTERESTING.
"WHY SHOULD I DO THAT?"



IT'S UNPRODUCTIVE.
"I DON'T NEED TO KNOW THAT!"



IT'S BORING.
"I DON'T UNDERSTAND THAT!"



TOO DIFFICULT, TOO VAGUE, OR CAN'T STORE THE EXPERIENCE FOR LATER RETRIEVAL.
"I CAN'T DO THAT!"

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What's Going on Underneath?

Mental Health

Neurodiversity

Sensory Processing

Invisible Illness

Mood Regulation

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You Had Them at HELLO



Talk in sound bites

Pre-empt topic and time

Can you bring your effort level up to me?

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High Effort | Low Effort

Structure sessions using high effort | low effort model

20-minute for prep

60-minute session

15-minute solo



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ATTENTION


- Batch & Focus**
- Chunking**
- No Tech**

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Pillar #4
Managing Emotions


Stuck
Frustrated
Anxious
Overwhelmed



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Decision Making





- Too many choices
- No understanding
- Too much information to be processed
- Requires sequencing or prioritization


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Decision Making


 Reduce the amount of information presented


 Limit open ended questions


 Give choice & control


 Write down past decisions


 Physically move the decision making

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CHOICE & CONTROL

"You Need To"
"You Should"
"I Want You To"
OR
"Do you think it would be a good idea to..."
"What do you think about..."
"Would you like to..."
"What if we tried ..."

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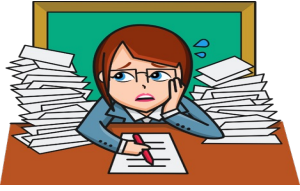
One On One



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The "TOO" Client



OVERWHELMED by the **overwhelm**

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What You're Seeing

Anger Lying

 Anxious

Frustration Procrastination

OVERWHELM

 Dysregulation

Stuck or Shuts Down Decision Fatigue

 Inflexibility

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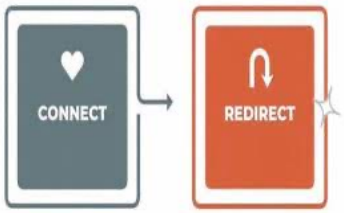
Left Brain vs Right Brain



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FEELINGS OVER FACTS



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Mirror Regulation

- Acknowledge + Empathize
- Create Physical Connection
- Let **THEM** Speak
- Stay Calm



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Guided Questions

"I know you know **WHAT** to do. But do you understand **HOW** to do it?"

What needs clarification?

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PILLAR #5

Working Memory

Remembering ...
Or
Performance in the Front &
Knowledge in the Back

Boomerang Brain

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Have they stopped **LISTENING?**

Build In Scaffolding

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Notebook/Photos

Link the unknown to the known

Repeat important material backwards

Outsource memory--EVERNOTE!!!

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Guided Questioning

- Where have you seen this?
- What is this similar to?
- What concepts are new to you?
- How can I make this similar to something you are already familiar with?

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Get rid of the "Oh! By The Ways" & "Don't Forgets!"



Ask: "How are you going to remember that?"

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Routines & Rituals



MORNING ROUTINE



EVENING ROUTINE



HOUSEHOLD ROUTINE



CHILDCARE ROUTINE



BILL PAYING ROUTINE



WORKOUT ROUTINE

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PILLAR #6

Action:

- Monitoring Actions
- Self Leadership



Naughty vs Neuro

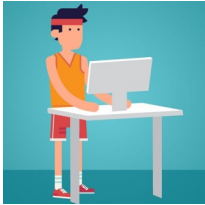
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Movement

Helps


- Manage Impulses
- Focus and Sustain Attention
- Distractibility
- Lay Down Learning
- Recall Information



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PROCRASTINATION



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HOW BIG A PROBLEM IS IT?



- Over 70% of the population has a chronic problem
- Gets worse as we get older
- 80-95% of college students procrastinate on a regular basis

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True Procrastination

The act of putting something off
DESPITE knowing a negative
 consequence is likely to happen.

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PROCRASTINATION

Giving In to Feeling Good



Timothy Pynchik, Ph.D

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THE CULPRITS?



- No Structure → No Initiating
- Too Many Decisions → No Activation
- No Understanding → No Motivation

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BREAKING THE CYCLE

Create Interest

- Start with the most fun
- Change how, where or when you work.
- Pair something you don't like with something you do!



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Create Structure




- Time over Task
- Index Carding
- Make "DONE" Visible

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Environmental Roadblocks

How is your client using the environment to get things done?



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ENVIRONMENT

Cool Tools	White Noise	Aroma Scent
Lighting	Visual Stimuli	Proper Space

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Wrap Up

Let the client be the judge of what's the best use of your time

Accept you may never be done

Work at your client's pace

Ask PERMISSION!

Be flexible

Be aware of your language. Words matter!

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Q & A



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For More Information & Resources



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