

10-MINUTE WEEKLY
COACHING
PROMPTS
+ HABIT TRACKER



FOR PARENTS & EDUCATORS

Spark powerful conversations, build lasting habits, and help your teen take ownership of their success—one small win at a time.

EXECUTIVE FUNCTION SKILLS FOR TEENS

YOUR COACHING PARTNER



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Author and Educator

Adam is a veteran educator, leadership coach, and learning strategist with over 30 years of experience helping young people develop into confident, capable, and independent learners. With a Master's in Educational Leadership from Grand Valley State University and a Bachelor's in Music Education from Western Michigan University, Adam's career encompasses classrooms, mentorship programs, state and national-level performances, and speaking engagements. He strives to bring clarity and compassion to the often overwhelming task of raising kids in a fast-paced and complex world.

EXECUTIVEFUNCTIONSKILLS.NET



10 MINUTE WEEKLY PROMPTS
+ HABIT TRACKER

QUICK START

Celebrate - Spot - Shift - Set

Celebrate (2 min):

Recognize small wins or efforts.

Spot (4 min):

Notice where things clicked or fell off track.

Shift (3 min):

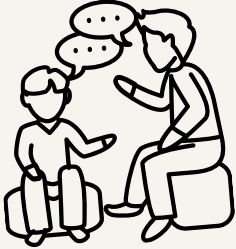
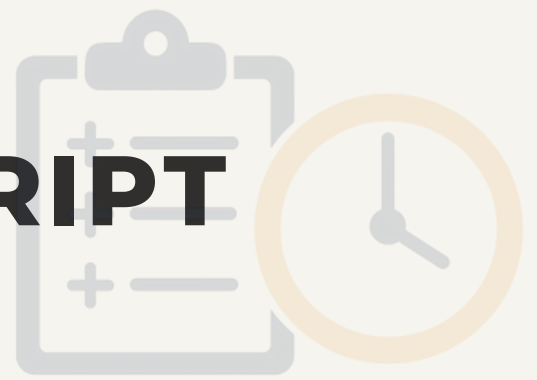
Make one small change for better results.

Set (1 min):

Choose your action and lock in your next check-in.

10 MINUTE

COACHING SCRIPT



Warm Start

1

WHAT WENT BETTER THAN EXPECTED THIS WEEK?

2

WHERE DID YOU SURPRISE YOURSELF?

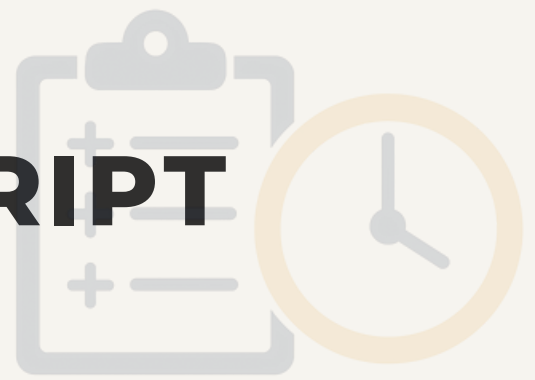
3

WHAT TOOK LONGER THAN YOU THOUGHT?

NOTES:

10 MINUTE

COACHING SCRIPT



Checking Habits

LET'S LOOK AT YOUR PLANNER TOGETHER.
WHAT DAYS DID YOU USE IT?

ANY MISSING ASSIGNMENTS?
WHICH CLASS/ES?

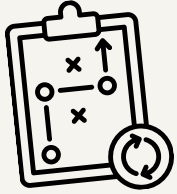
DID WE SEND AT LEAST ONE
MESSAGE TO A TEACHER THIS WEEK?

DID YOU PARTICIPATE IN ANY
RECOVERY/LUNCH HELP THIS WEEK?

NOTES:

10 MINUTE

COACHING SCRIPT



Making Adjustments

What's the smallest adjustment that would help next week?

Start times? Checklist?

Study spot? 10-minute timer?

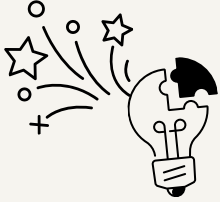
What first step will you take, and when?

Where will you do it?

How will you do it?

10 MINUTE

COACHING SCRIPT



Celebrate & Clarify

What's one thing you did well.

Was there anything that made you feel good or proud?


Let's turn your ideas into action:


First Step: _____

 **When will you do it?** _____

 **How will you make it happen?** _____

Next Step: _____

 **When will you do it?** _____

 **How will you make it happen?** _____



WEEKLY PROMPTS

Celebrate - Spot - Shift - Set

Rotate A → B → C → D, then repeat.

Coach's Note:

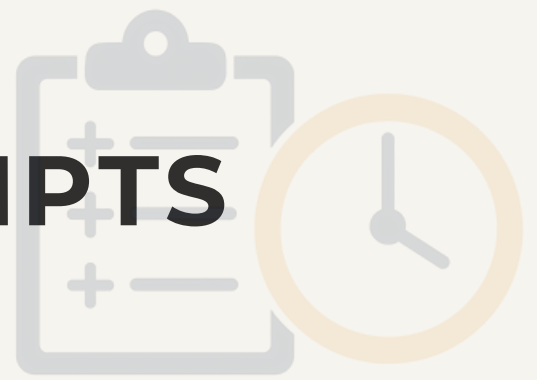
These rotations ensure you're touching all four core skills: Starting tasks, Planning time, Following through, and Reflecting.

You don't need to ask all four prompts in one sitting. Pick 1-2 that feel relevant this week, or let your teen choose.

The rotation is a guide, not a rulebook.

10 MINUTE

WEEKLY PROMPTS



A

Focus & Task Start

CELEBRATE

What helped you start faster this week?

SPOT

What made it challenging to begin?

SHIFT

Would a 10-minute timer or two-column list help?

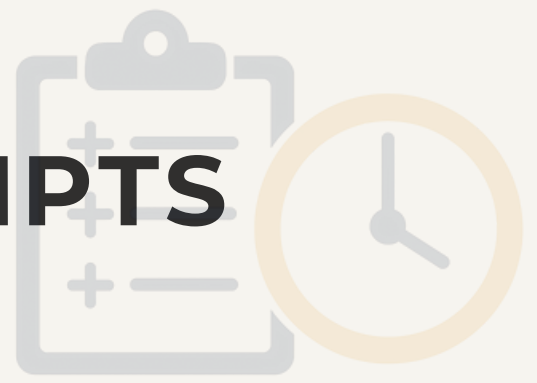
SET

Name one class to start 5 minutes earlier this week.

First step & time:

10 MINUTE

WEEKLY PROMPTS



B

Time & Planning

CELEBRATE

Which plan actually matched reality?

SPOT

Show me due dates → to-do dates in your planner.

SHIFT

Would a Sunday Reset or Block Schedule help?

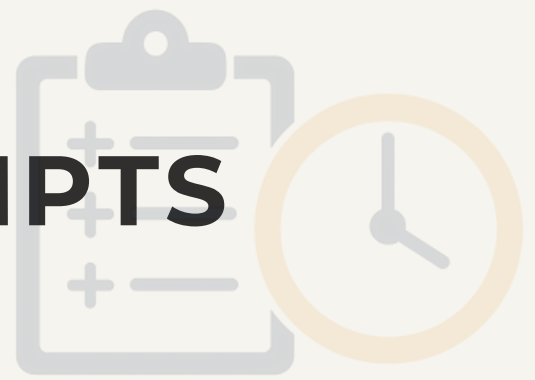
SET

Pick one study block to protect this week.

First step & time:

10 MINUTE

WEEKLY PROMPTS



Follow Through

CELEBRATE

What did you finish even when it got boring?

SPOT

Where did you stop? Why?

SHIFT

Would a checklist or “last 5%” routine* help?

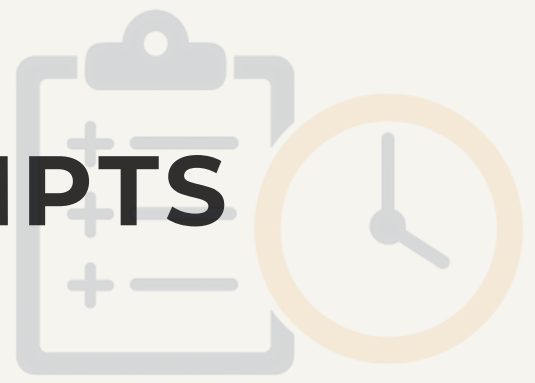
SET

Choose one task to finish to 100% this week.

First step & time:

10 MINUTE

WEEKLY PROMPTS



Reflection & Reset

CELEBRATE

What taught you something this week?

SPOT

What keeps repeating that we can simplify?

SHIFT

Would a one-page project planner help?

SET

Pick one routine to simplify (after-school, bedtime).

First step & time:

EXPLAINED LAST 5% RULE



This is the game-changer for teens who do 95% of the work but never finish. They write the essay but don't submit it. They complete the assignment but leave it on the kitchen counter. They study hard but forget to bring their notes to the test.

The "last 5%" is the final bridge between "done" and "truly complete."

Why it matters:

Teens with executive function challenges often experience a mental "completion" before the task is actually finished. Their brain says "I'm done!" after writing the essay, so they move on completely unaware they never hit "submit."

The Last 5% routine trains them to push past that false finish line.

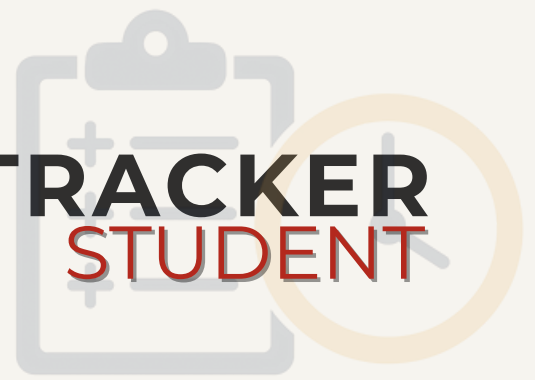
The Last 5% routine asks:

- ✓ Is my name on it?
- ✓ Is it submitted, uploaded, and turned in?
- ✓ Is it in my backpack or online?
- ✓ Did I check the rubric/directions one last time?



10 MINUTE

WEEKLY HABIT TRACKER



You don't have to be perfect. This tracker celebrates effort, not perfection. A "tried 50%" is a WIN because trying builds the skill. Even tracking what got in your way teaches you something valuable about yourself.

This week I'm practicing:

- Week A: Starting Tasks
- Week B: Planning Time
- Week C: Following Through
- Week D: Reflecting & Resetting

you can do
ANYTHING
you just have to be
DETERMINED

Pick 1-2 Habits to Practice This Week

Choose from the list below OR create your own

Week A Ideas Starting Tasks

- Use a 10-minute timer to start homework
- Open my planner before I open my phone
- Start one assignment within 5 minutes of sitting down

Week B Ideas Planning Time

- Write "do dates" for assignments (not just due dates)
- Do a Sunday Reset (15 min planning session)
- Block out one protected study time each day

Week C Ideas Following Through

- Use my Last 5% checklist before saying "I'm done"
- Pair a hard task with a reward (snack, music, etc.)
- Submit assignments the same day I finish them

Week D Ideas Reflecting

- Ask myself every Friday, "What worked this week?"
- Simplify one routine (remove an unnecessary step)
- Update my project planner with actual vs planned time

Day	Did it! ✓	Tried (50%) ~	Skipped ✕	What got in the way?
M	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
T	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
W	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Th	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
F	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

CELEBRATE

How many days did I try (even 50% counts!)?

SPOT

What made it hardest? _____

SHIFT

What would make it easier next week? _____

SET

Keep this habit OR Try a new one

10 MINUTE

WEEKLY HABIT TRACKER



Less is more. You can't track everything and you shouldn't. Pick 1-2 metrics that match where your teen is struggling RIGHT NOW. When those improve, you can shift focus. This isn't about surveillance; it's about noticing patterns so you can coach smarter, not harder.

Teen is working on:

- Week A: Starting Tasks
- Week B: Planning Time
- Week C: Following Through
- Week D: Reflecting & Resetting

YOU GOT THIS!

Progress isn't linear. Some weeks will feel like backsliding. That's normal - it means your teen is being challenged at the right level. Keep celebrating effort, not just outcomes.

What I'm noticing (Pick 1 or 2 to track)

Choose the metrics that match your teen's **current struggle area**.

Starting Tasks

- Days they started homework without multiple reminders: ___/5
- Classes they were on time to: ___/5

Planning Time

- Days planner was used: ___/5
- Assignment with "do dates" (not just due dates): ___/total

Following Through

- Assignments completed AND submitted: ___/total
- Times they used the Last 5% checklist: ___/5

Reflecting

- Days they did end-of-day reflection: ___/5
- Routines we simplified together: ____ this week

What I tracked:

Week	Score/Count	Notes
1		
2		
3		
4		

CELEBRATE	What skills have gotten stronger this month? Which habits stuck?
SPOT	What keeps tripping us up? When does resistance show up the most?
SHIFT	What support does my teen need from me (have you asked them?)
SET	One specific habit to build - How we'll know it's working.