

The background is a watercolor illustration. It features a large, semi-transparent brown circle in the upper half, which serves as a container for the title text. Below the circle, the background is filled with soft, blended watercolor washes in shades of yellow, orange, and pink. Dark, stylized tree branches with sparse leaves are scattered throughout the scene, particularly on the left and right sides. The overall aesthetic is artistic and serene.

The Organized Mind:

*Tools to Manage
Executive Functioning*



YOUR COACH

- Licensed Psychotherapist
- ADHD/ASD CCSP
- Executive Function Coach
- 20 Plus years experience coaching, counseling and teaching EF skills

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www.UnmaskingADHD.com

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www.TheTherapistPlace.com



Executive Functioning

Executive functioning refers to a set of cognitive processes and mental skills that help an individual manage, control, and regulate their thoughts, actions, and emotions. These skills enable people to plan, organize, strategize, pay attention to and remember details, and manage time and space effectively.

Time Management



SWOT

Work for 25 minutes, break for 5. Repeat.



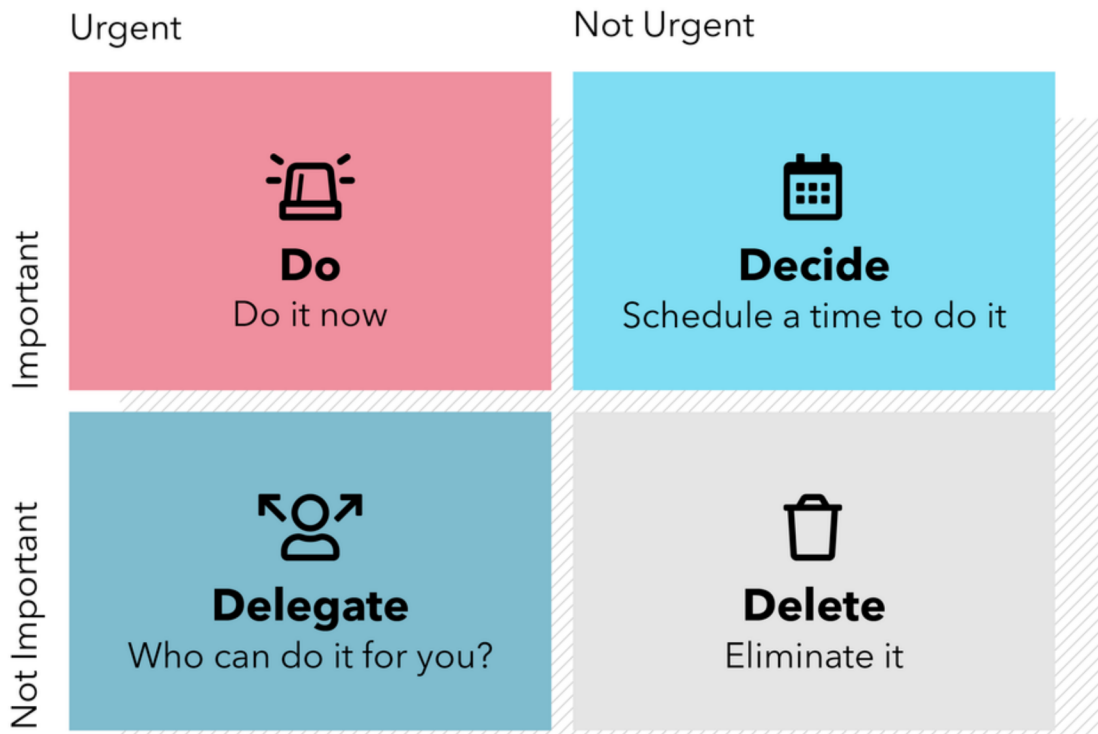
Time Blocking

Use tools like MindMeister for visual brainstorming



Decision Matrix

Todoist for task management, Google Calendar for scheduling



Productivity Hacks

1

Eisenhower

Prioritize tasks in four categories

2

2 Minute Rule

If a task takes less than two minutes, do it immediately

3

Strucgured Breaks

Take short, planned breaks to refresh and refocus.

Focus and Emotional Regulation



Focus and mindfulness skills

Practice 4-7-8 breathing technique to calm emotion and focus

Focus Apps

Forest for focused work sessions, Freedom to block distractions and noise canceling headphones



To do list

Shorten your to do list and no multi-tasking

Self Regulation

Journaling helps to restructure negative thoughts



Problem Solving Tools



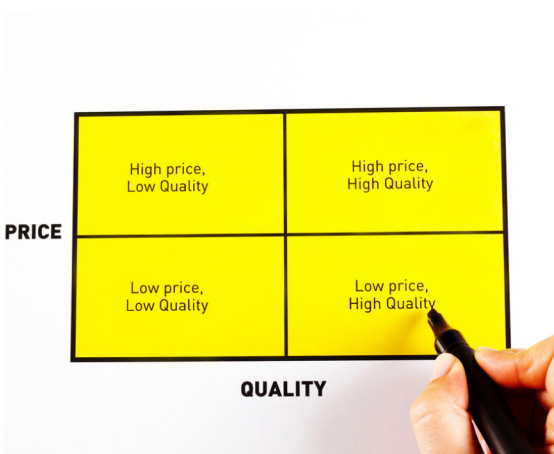
SWOT

Assess Strengths, Weaknesses, Opportunities, Threats



Mindmapping

Use tools like MindMeister for visual brainstorming



Decision Matrix

Create a grid to evaluate options against criteria.