

Executive Functioning Support Toolkit

Planning & Task Prioritization

Goal: Break down tasks, prioritize steps, and manage competing responsibilities.

- Task Analysis / Step Breakdown
- Checklists / To-Do Lists
- Color-Coding / Numbering
- First-Then or Next-Step Boards

Example: Checklist with color-coded priorities

Inhibition/Impulse Control

Goal: Reduce impulsive responses and improve focus.

- Pause & Plan Strategies
- Environmental Modifications
- Self-Monitoring Checklists

Example: Checklist to pause before responding.

Task Initiation

Goal: Support clients in starting tasks independently.

- Visual or Digital Reminders
- Prompt Fading
- Verbal Self-Talk Scripts

Example: Timer cues for tasks

Assistive Technology (AT)

Goal: Leverage technology to support EF, communication, and task completion.

- Low-Tech: Sticky notes, laminated checklists, visual boards
- Mid-Tech: Timers, vibrating watches, audio prompts
- High-Tech: Apps like Tiimo, Microsoft To Do, Notion, Google Keep

Example: Smartphone app for reminders and task instructions.

Working Memory

Goal: Help clients remember multi-step instructions and maintain task flow.

- Written or Visual Step-by-Step Instructions
- Chunking Information
- Rehearsal & Repetition

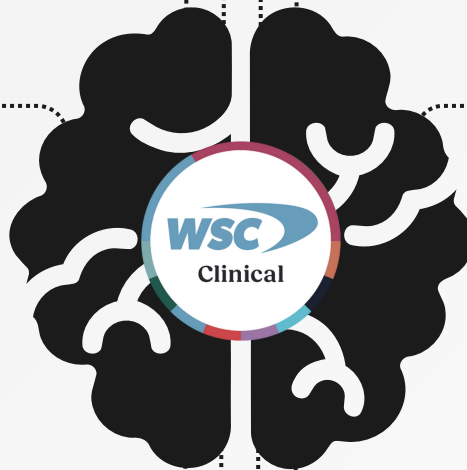
Example: Laminated cards to check off completed steps

Coaching & Behavioral Supports

Goal: Reinforce skills and ensure generalization to the workplace.

- Cognitive Behavioral Strategies
- Guided Reflection & Feedback
- Collaborative Goal Setting

Example: VR counselor debriefs checklist and sequencing.



Organization

Goal: Improve task, workspace, and digital organization.

- Workspace Labeling / Zone Organization
- Digital File Organization
- Routine & Structured Layout

Example: Color-coded stockroom zones

Self-Monitoring & Emotional Regulation

Goal: Improve awareness of performance and manage stress.

- Performance Rating Scales
- Reflection Journals / Logs
- Stress-Reduction Techniques

Example: Log task completion and stress triggers.

Cognitive Flexibility

Goal: Support clients in adapting to changes or unexpected priorities.

- Scenario Practice / Role-Play
- Flexible Step Plans
- Debrief & Reflection

Example: Practice sudden task order changes

Integration into Vocational Plans

Goal: Embed EF strategies across therapy, coaching, and work contexts.

- Include measurable EF goals in vocational rehabilitation plans
- Document OT, SLP, AT, and coaching strategy use
- Coordinate supports across therapy, job coaching, and supervisors

Example: Client completes 3-step inventory task independently using checklist and verbal self-talk.