


**Executive Functioning at Work: Practical Strategies to Support Independence and Retention**

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**About Us**

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Speech and Language Pathologist  
Undergrad at EMU  
Graduate at MSU  
Experience with AAC, TBI, adults and pediatrics with ASD and developmental disabilities



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Occupational Therapist  
Undergrad at SJSU  
Graduate at BMU  
Experience with TBI, SCI, amputations, developmental disabilities, and pediatrics



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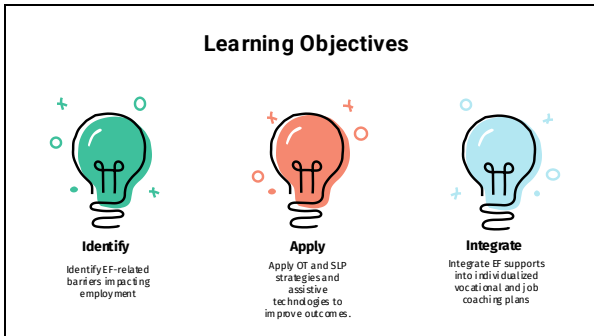
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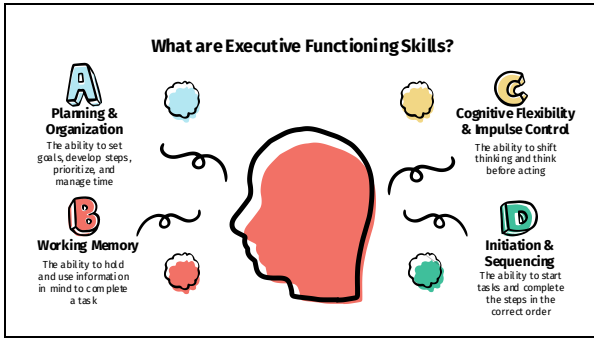
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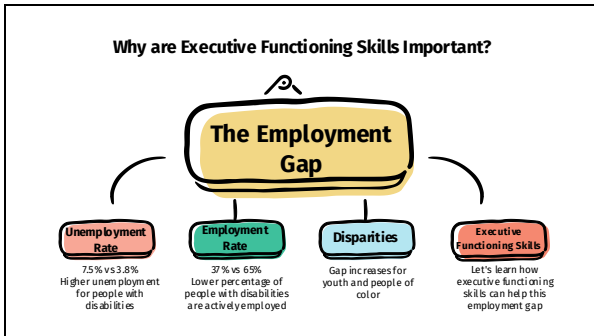
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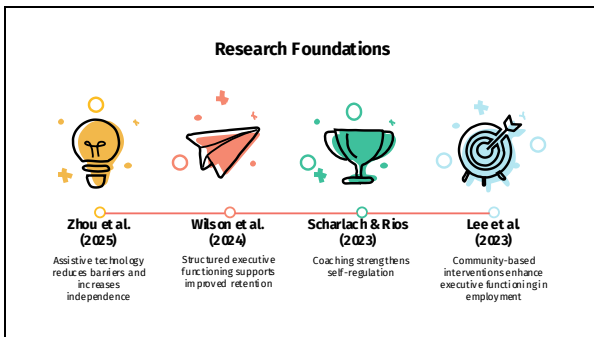
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### EF Breakdowns in the Workplace

**TIME MANAGEMENT**  
Difficulty arriving on time, completing tasks in a timely manner, difficulty prioritizing tasks

**ORGANIZATION**  
Misplace materials, cluttered workspace, difficulty with maintain tracking system, overlooks details

**ATTENTION**  
Easily distracted, difficulties with directions, switches between tasks limiting productivity

**SEQUENCING**  
Completes steps out of order, increased reminders, difficulty recalling multiple steps

**FLEXIBILITY**  
Frustrated when routine changes, difficulty shifting between tasks, resists feedback

**PROBLEM SOLVING**  
Difficulty finding solutions, relies on others to solve problems, may become stuck if things don't go as planned

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### Interdisciplinary Framework

**OT**

- **Environment**  
Adapts the works pace to decrease distractions and support task completion
- **Task Structure**  
Breaks tasks into manageable steps, uses checklists, and visual supports
- **Sensory Regulation**  
Uses sensory strategies to support attention and self-regulation during tasks

**Speech**

- **Metacognition**  
Help reflect on their own thinking, plan strategies, and monitor progress
- **Problem-Solving**  
Practice reasoning and flexible thinking through conversation and scenarios
- **Social-Pragmatic & Communication**  
Goal directed interactions for effective communication in the work environment

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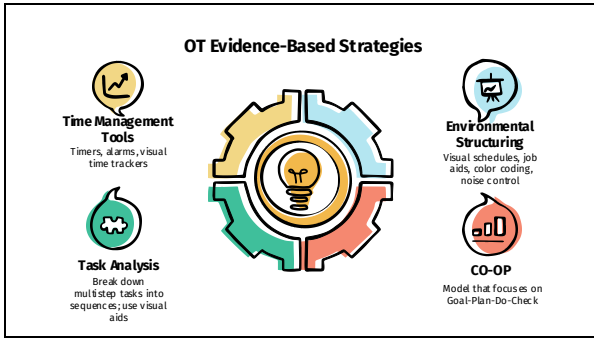
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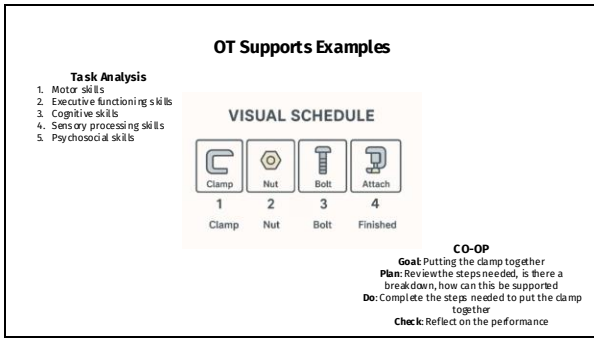
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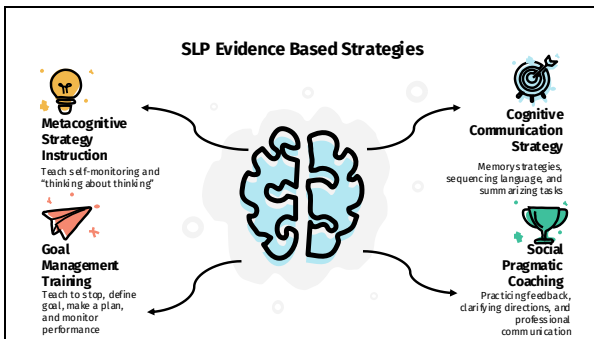
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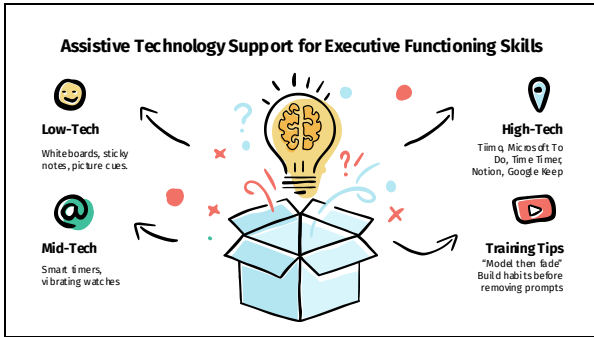
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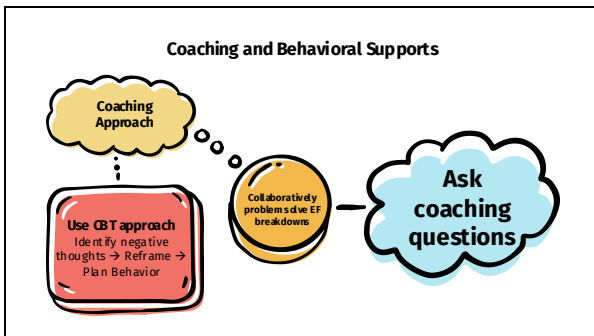
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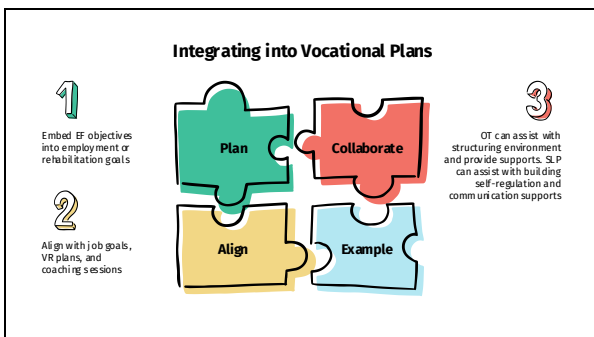
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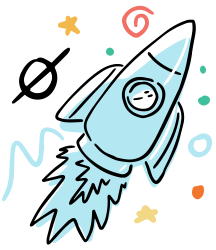
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### Measuring Outcomes



**OT Measures**  
Executive Function Performance Test (EPP), AMPS, COPM



**Functional Outcome Tracking**  
Attendance, task accuracy, supervisor feedback



**SLP Measures**  
Functional Communication Measures (FOMs), task recall log

**\*REMEMBER\***  
Measure both independence and carryover

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### Case Application Activity

**BACKGROUND**

24-year-old with developmental disability, new retail warehouse job



**Alex**

**EF BARRIERS**

- Starts tasks without directives
- Cannot prioritize tasks
- Forgets multi-step directions
- Struggles to transition between tasks
- Does not ask for help when stuck

1. Which executive functioning challenges are present?
2. What OT and SLP strategies could you use?
3. How would you integrate these strategies into a vocational plan or on-the-job support?

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### Key Takeaways

**Executive Functioning**  
Critical factor in employment readiness and retention



**SLP Supports**  
Supports communication and cognitive self-regulation

**OT Supports**  
Supports structure, environment, and sensory regulation

**Together**  
Build independence and job stability

Interdisciplinary collaboration is the bridge from readiness to retention

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## Thank you

Do you have any questions?

Please connect with us!  
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