

FIGURE 7.1 Assignments and Executive Functioning Checklist

Prioritizing, Organizing, Sequencing, Managing Time, and Planning

- ☐ Records the assignment in writing, on an app, or in a photo
- ☐ Has the materials needed
- ☐ Sets priorities
- ☐ Backward Maps long-term projects
- ☐ Plans the homework session
- ☐ Follows the homework plan
 - Includes study time
 - Includes time to work on long-term projects
- ☐ Puts items in the homework section of the notebook when finished
- ☐ Puts notebook near the door
- ☐ Monitors time with a timer to stay on track
- ☐ Checks off each item when it is complete
- ☐ Other

Attending, Initiating, and Focusing

- ☐ Starts on time
- ☐ Asks questions if he or she does not understand the assignment or process
- ☐ Chunks assignments
- ☐ Takes a timed break when needed
- ☐ Other

Working Memory

- ☐ Remembers to bring home notebook and materials each day
- ☐ Uses homework learning strategies
- ☐ Other

Communication and Cognitive Flexibility/Shifting

- ☐ Checked with teacher to confirm
- ☐ Asks questions for clarification
- ☐ Meets with parents briefly before and following homework session
- ☐ Determines whether there are any messages to the teacher regarding the work
- ☐ Stops one assignment when time has expired and moves on to the next
- ☐ Other

Social/Emotional and Inhibiting

- ☐ Does not become upset during homework and study time
- ☐ Ignores impulses to play a game or watch TV
- ☐ Monitors time with a timer to stay on track
- ☐ Checks off each item when it is complete