



Executive Function Coaching

A QUICK GUIDE FOR EVERYTHING YOU NEED TO KNOW

HAYUTIN

Key components of our EF skill building program:

- Calendaring
- Task Management
- Time Management
- Physical Organization
- Self Advocacy
- Study Skills
- Metacognition

Together, our EF coach and your student will:

- Describe problem behaviors
- Set specific goals
- Establish procedures to achieve goals
- Supervise the student following the procedures and make adjustments
- Fade supervision

Does your student...

- Have frequent missing or late assignments?
- Have a black hole backpack?
- Forget to bring home materials needed for homework completion?
- Not follow instructions on exams or projects?
- Avoid communicating with teachers?
- Struggle with how to study?

**TIME FOR AN
EF COACH!**

From Overwhelmed to Organized

Progress & Timeline

- Typical recommendation: Start with two sessions per week
- Some students demonstrate improvement in 8-10 weeks while others need an entire semester or academic year to see significant gains
- Content of biweekly session notes: EF challenges and potential solutions
- Parent check-ins are recommended after 4-6 weeks to ensure maximum student engagement and progress



Typical Session

1. Check the school's online portal
2. Problem solve to develop workarounds when the portal is unclear or not updated
3. Update a calendaring and task management system (Share with parents, teachers, etc. as needed)
4. Conduct a physical and digital organization check
5. Depending on the length of the session, learn study skills and/or provide homework support

"Executive function and self-regulation skills are the mental processes that enable us to plan, focus attention, remember instructions, and juggle multiple tasks successfully. Just as an air traffic control system at a busy airport safely manages the arrivals and departures of many aircraft on multiple runways, the brain needs this skill set to filter distractions, prioritize tasks, set and achieve goals, and control impulses."

-Center on the Developing Child, Harvard University