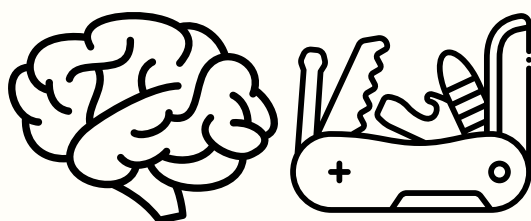


# THE MIND'S TOOLS

## MINDFULLY PRACTICING EXECUTIVE FUNCTION SKILLS

Supporting Goal Achievement by Strengthening Awareness,  
Emotional Self-Regulation & Creative Problem Solving



### 1 THE MIND'S MIRROR

**self-awareness** | practice mindfulness techniques to increase awareness | observing what you're doing **as** you're doing it | with compassion & care instead of judgement or criticism | keep returning to the present, over & over again | we can't manage our behavior if we're not **aware** of our behavior.



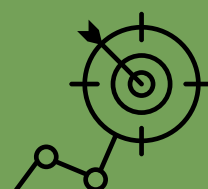
### 2 THE MIND'S BRAKES

**self-restraint** | slow down | pause | stop yourself in the moment | reflect: is what I'm doing right now, aligned with my core values? if not, ask yourself, what is the next helpful step forward?



### 3 THE MIND'S EYE

**non-verbal working memory. self-sensing** | visualize or use a mental picture to help guide behavior | map out the plan, break it down step by step | estimate the time it will take | plot the course into your calendar.



### 4 THE MIND'S VOICE

**verbal working memory. self-speech** | externalize thoughts to help organize & plan. talk out loud to yourself or better yet, someone supportive | reinhabit the feeling that's present after accomplishing a goal | helping to regulate behavior & emotions, informs self-monitoring & increases problem solving skills.



### 5 THE MIND'S HEART

**self-directed emotions** | directly relate to the situation at hand, not on what's happened in the past, or what might, (worst case scenario) happen in the future | identify emotion, tune into your physiological experience | consider intensity & duration | read the room, ask yourself, is this reaction disproportionate to the situation or people around you?



### 6 THE MIND'S FUEL TANK

**self-motivation** | when you find yourself procrastinating or even avoiding a task, consider your energy bank, what would be most useful to you at this time? | if needed incorporate a motivational factor: novelty, gamify, incentive, recognition, or external accountability | connect to your **why** or core values, this helps bridge the gap between intention & outcome.



### 7 THE MIND'S PLAYGROUND

**planning & problem solving** | experiment | play out a variety of options | invent multiple possibilities | which solves the problem? | allow the brain & body to embody the future outcome you want | explore with playfulness & creativity



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