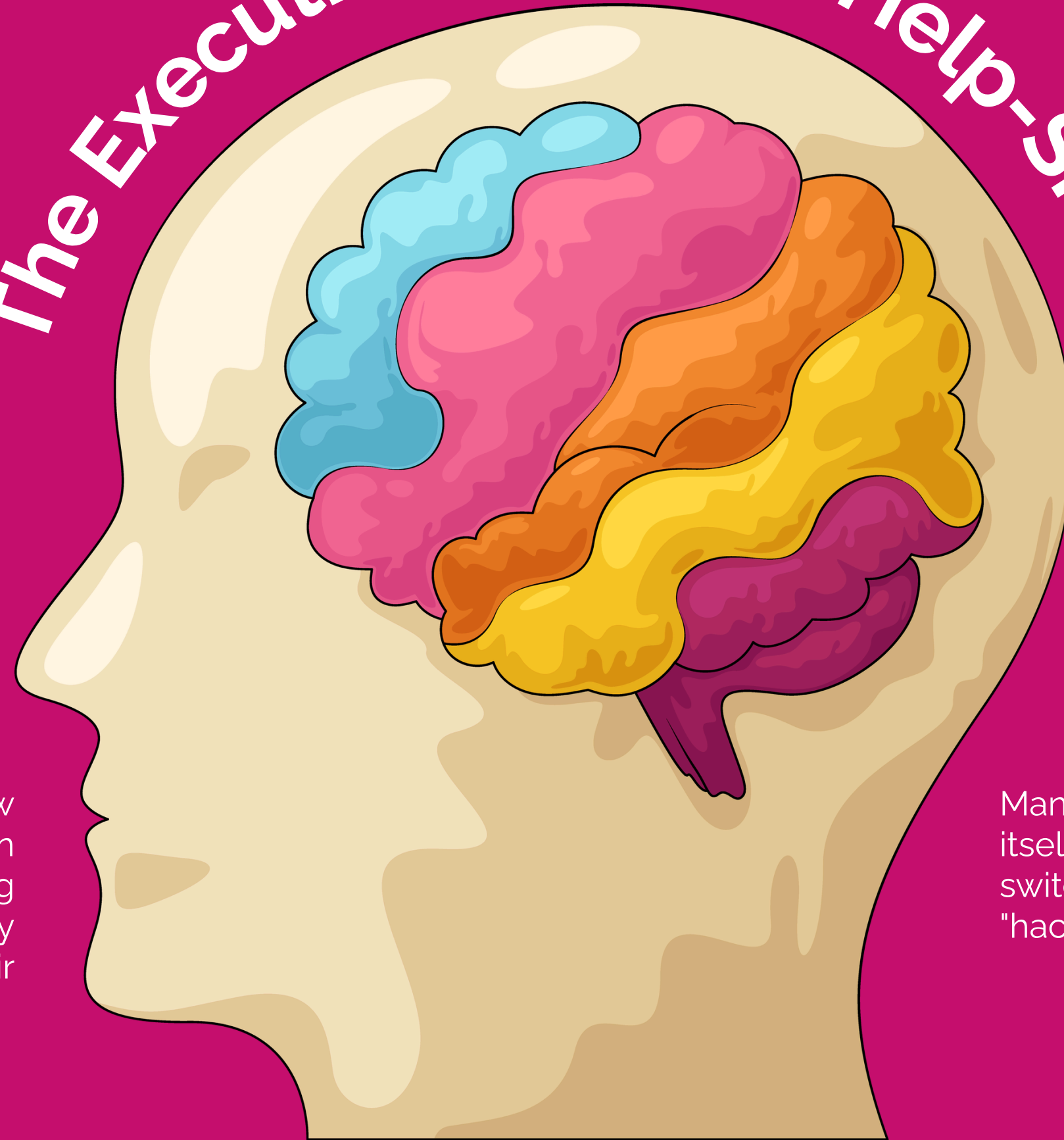


“User Manual” for “Humans at Work”

The Executive Function Help-Sheet



The Executive Function Help-Sheet

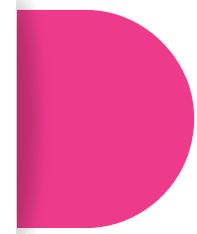


"Disorganisation is rarely a character flaw or a lack of effort; it is often a breakdown in executive processing. By providing 'external' scaffolding, we help every employee stay on track, regardless of their mental load."

Many employees struggle not with the work itself, but with starting it, prioritizing it, or switching between tasks. This tool provides "hacks" to bypass these mental blocks

The "Power-Up" Strategies

Ongoing practices for maintaining and advancing leadership effectiveness



The "Micro-Step" Breakdown (Task Initiation)

The Problem: A task feels too big, causing "Task Paralysis."

The Help-Sheet Fix: Never put "Project Alpha" on a to-do list. Instead, list the first 5-minute action.

Example: Instead of "Write Report," use "Open Word Doc and type the title."

The Rule: If you can't start, the step is still too big. Break it down again.

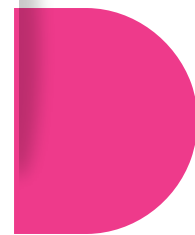


Body Doubling (Focus & Accountability)

The Problem: Struggling to stay on task when working alone.

The Help-Sheet Fix: Join a "Quiet Coworking" session. Two people sit on a video call with cameras on but mics off, just working.

Why it works: The presence of another person acts as a "social anchor," keeping the brain tethered to the task.



The "Now / Not Now" Filter (Prioritization)

The Problem: Everything feels like a Priority 1, leading to overwhelm.

The Help-Sheet Fix: Use a two-column list.

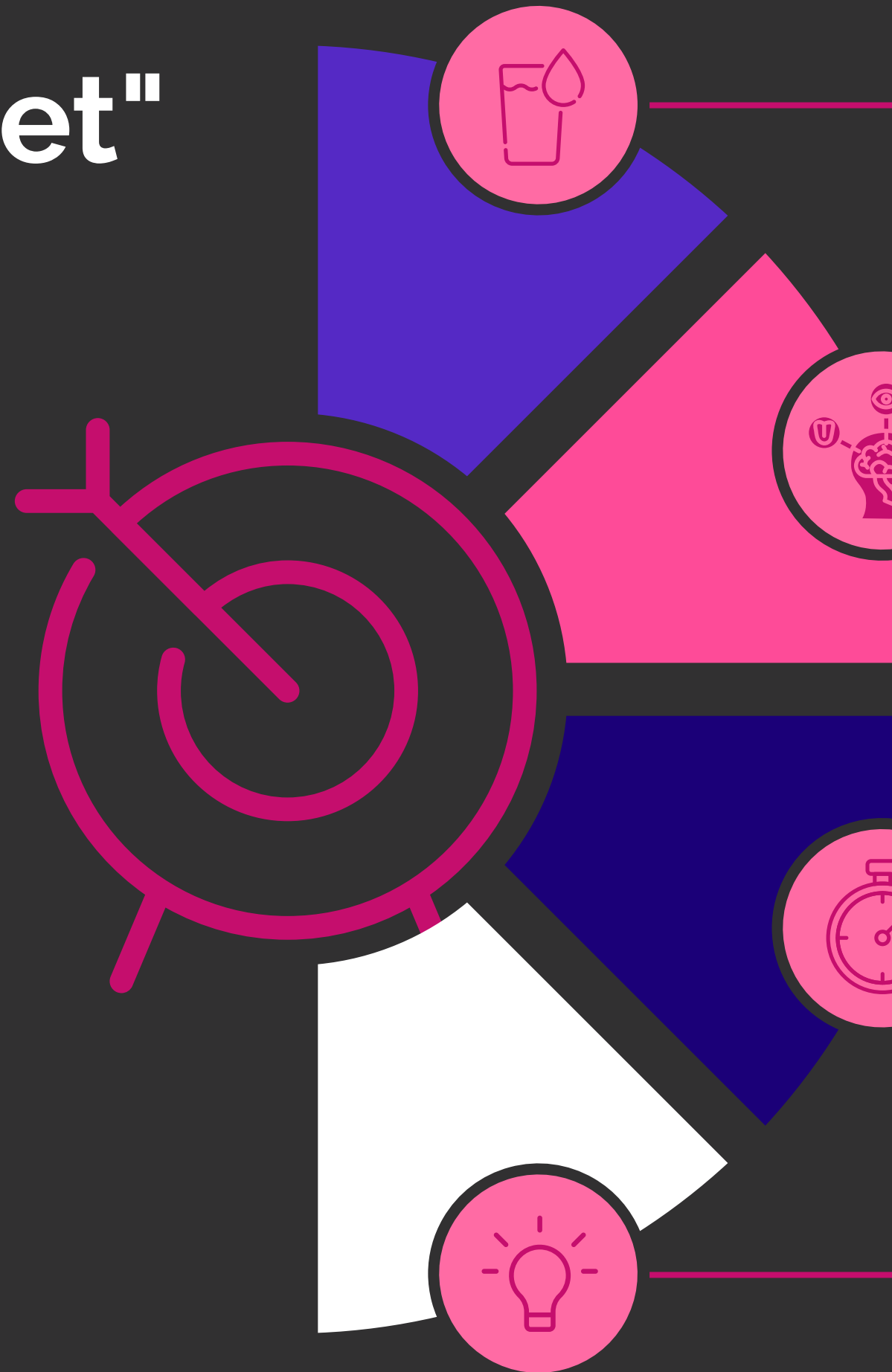
Column 1 (NOW): The one thing I am doing right this second.

Column 2 (NOT NOW): Everything else.

Rule: You cannot move an item to "Now" until the current one is checked off or moved back to "Not Now."

The "Reset" Audit

When you feel "stuck" or "spinning," go through this checklist:



Hydration/Fuel:

Have I eaten or drank water in the last 3 hours?

Sensory Check:

Is there a noise or light that is draining my "battery"?

The Smallest Step:

What is the absolute tiniest thing I can do in the next 60 seconds to move forward?

External Brain:

Is this task written down, or am I trying to "remember" it? (Write it down immediately).

The "Friction Audit"

If you are stuck, don't look at your "willpower", look at the Friction.

The Friction Type	The Question	The Innovation Fix
Cognitive Friction	"Do I actually know the first step?"	The "Loom" Request: Ask your manager for a 2-minute video recording explaining the goal instead of a long email.
Environmental Friction	"Is my desk a mess or the room too loud?"	The "10-Item Sweep": Put away exactly 10 things. No more, no less. Then start.
Emotional Friction	"Am I scared of failing at this?"	The "B-Minus" Draft: Give yourself permission to write a "deliberately bad" first draft just to get words on the page.

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