

Support Executive Function - Organizing

Planning & organizing is the ability to create a "roadmap" or plan to complete a task. It also involves making decisions about what's important to focus on and what's not...

Here are a few ideas to build your child's planning & organizing skills...

Use questions to guide
(instead of "telling"
what to do)

"What's your job?"

"What have you done?
What's next?"

"How can I help you?" - note
if child is too overwhelmed
you can offer to help with
what's next

Provide warning of upcoming
changes & brainstorm what
might be different & what to
do with changes

Pause activity to
regulate - body &
breath - if child is
becoming overwhelmed

Pause activity to
review plan

Present ONE task or
option at a time

Use positive reinforcements
and name specifics of what
the child did well

Use positive reinforcements
by asking child what went well
&/or what will they try next
time? This builds memory of
success

Use visuals to support

- checklists
- sticky notes
- whiteboard
- calendar

Make a plan with child for
upcoming transition and
have child tell you the plan

Review plan as needed,
"You've done ..., what is
next?"