

Manager Coaching Companion

How Managers Reinforce Executive Function



Coach for Outcomes

Ask:

- ✓ “What outcome matters most this week?”
- ✓ “What would success look like today?”



Protect Focus

Model:

- ✓ Clear meeting outcomes
- ✓ Reasonable response expectations
- ✓ Reduced unnecessary interruptions



Normalize Load

Say:

- ✓ “What feels overwhelming right now?”
- ✓ “What can wait without impact?”



Use EF Language in 1:1s

- ✓ “Where is your attention being pulled?”
- ✓ “What’s creating friction?”
- ✓ “What’s the next best step?”

⊘ What Not to Do

- Don’t equate busyness with performance
- Don’t reward constant availability
- Don’t overload without prioritization support
- Don’t reward high performers with more task

Signs EF Is Improving

- Clearer priorities
- Fewer last-minute escalations
- Better decision quality
- More consistent follow-through