

COMPETENCIES ALIGNMENT

Strong executive functioning can help your team elevate their performance while reducing burnout. Executive functioning supports:

1. Strategic Thinking

- Prioritization
- Outcome focus
- Reduced reactive work

2. Execution Excellence

- Follow-through
- Decision quality
- Planning discipline

3. Change Agility

- Cognitive flexibility
- Emotional regulation
- Adaptability under pressure

4. People Leadership

- Modeling focus
- Creating clarity
- Reducing team cognitive overload

For Discussion

These can fit inside your 1x1s and complement Standout check-ins by releasing unnecessary “brain clutter,” so that what is loved or loathed can be clearly identified.

#1: “What’s Actually Due?”

- **Question:** What feels urgent but isn’t actually due today?
- **EF Skill:** Inhibition

2: One-Decision Rule

- **Question:** What’s one decision you can make right now to move forward?
- **EF Skill:** Task initiation

#3: Stop Doing List

- **Question:** What’s one thing you could stop doing with little impact?
- **EF Skill:** Cognitive flexibility

4: Attention Reset

- **When:** Transition moment
Prompt: Take one slow breath. Name the next task. Begin intentionally.
- **EF Skill:** Self-regulation

EXECUTIVE FUNCTION MEASUREMENT RUBRIC

Purpose: Help learners self-assess progress over time. Recommended time is 30 days to see improvement

Executive Function Capability Rubric

Skill Area	Emerging	Developing	Consistent	Strong
Focus	Easily distracted	Can focus briefly	Sustains focus with structure	Protects focus proactively
Planning	Reacts day-to-day	Plans inconsistently	Uses daily/weekly planning	Plans strategically
Prioritization	Everything feels urgent	Sometimes distinguishes impact	Clear priorities most days	Chooses intentionally
Decision-Making	Avoids or rushes decisions	Needs time to decide	Makes timely decisions	Decides confidently
Follow-Through	Incomplete tasks	Inconsistent completion	Reliable execution	Strong ownership
Self-Regulation	Emotion-driven responses	Aware but inconsistent	Manages stress effectively	Models calm clarity

Reflection questions for your team:

- Where did I improve most?
- Where do I still struggle?
- What support helps me most?

Everything is role-agnostic, grounded in real work, and realistic for everyone