

# Tips to aid executive functioning skills



**NATTC**  
WORKPLACE ASSESSMENTS  
ASSISTIVE TECHNOLOGY  
SUPPLY AND TRAINING  
WORKPLACE COACHING

Use colour coding to organise items



Use visual reminders



Create routines and practice them over and over



Build in extra time to manage transitions e.g. moving between locations



Create a to do list at the start of the day, and check the list at the end of each day



Put all deadlines and meetings in your online diary



Use alarms on your phone/computer as reminders



Create a place for everything

