



Executive  
Functioning

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# Executive Functioning Habit Tracker Guide

BUILD BETTER HABITS FOR FOCUS,  
PRODUCTIVITY, AND ORGANIZATION



## Executive Functioning Habit Tracker Guide

# Introduction

**Executive functioning skills** are the foundation for productivity, organization, and self-regulation. Developing strong habits in areas like time management, task initiation, emotional regulation, and focus can significantly improve daily life.

This habit tracker helps you identify key executive functioning habits, track your progress, and build consistency.



## How to Use This Tracker

**Choose the habits** you want to improve from the list below or add your own.

**Set a time frame** (weekly or monthly) to track your progress.

**Mark each day** you successfully complete the habit.

**Review your progress** at the end of the week or month and adjust as needed.

# Choose Your Executive Functioning Habits

Select habits that align with your biggest executive functioning challenges. You can pick from the categories below or create your own.

## Time Management & Organization Habits

- |                                                                       |                                                                            |
|-----------------------------------------------------------------------|----------------------------------------------------------------------------|
| <input type="checkbox"/> Plan my day the night before                 | <input type="checkbox"/> Set a timer for focused work (Pomodoro technique) |
| <input type="checkbox"/> Use a <b>daily to-do list</b> to track tasks | <input type="checkbox"/> Reduce screen time distractions during work       |
| <input type="checkbox"/> Time-block my work/study sessions            | <input type="checkbox"/> Complete at least one high-priority task daily    |
| <input type="checkbox"/> Review and adjust my schedule every morning  | <input type="checkbox"/> Check my planner/calendar at least once a day     |

## Task Initiation & Completion Habits

- |                                                                                                   |                                                                                |
|---------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| <input type="checkbox"/> Start tasks without procrastinating                                      | <input type="checkbox"/> Avoid multitasking on complex projects                |
| <input type="checkbox"/> Use the 5-Minute Rule (work on a task for just 5 minutes to get started) | <input type="checkbox"/> Set up a clear workspace before starting tasks        |
| <input type="checkbox"/> Break large projects into smaller steps                                  | <input type="checkbox"/> Use accountability (check-ins with a friend or coach) |
| <input type="checkbox"/> Finish one task before switching to another                              |                                                                                |

## Focus & Attention Habits

- |                                                                          |                                                                                      |
|--------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| <input type="checkbox"/> Follow a structured work or study routine       | <input type="checkbox"/> Take regular breaks to reset focus                          |
| <input type="checkbox"/> Use noise-canceling headphones or white noise   | <input type="checkbox"/> Use body doubling (working with a partner to stay on track) |
| <input type="checkbox"/> Keep only one browser tab or app open at a time | <input type="checkbox"/> Reduce unnecessary background distractions                  |

## Memory & Planning Habits

- |                                                                              |                                                                        |
|------------------------------------------------------------------------------|------------------------------------------------------------------------|
| <input type="checkbox"/> Write things down instead of relying on memory      | <input type="checkbox"/> Keep a running list of long-term goals        |
| <input type="checkbox"/> Use a task management app (Trello, Notion, ClickUp) | <input type="checkbox"/> Review meeting or class notes within 24 hours |
| <input type="checkbox"/> Review important deadlines weekly                   | <input type="checkbox"/> Set reminders and alerts for important tasks  |

## Emotional Regulation & Self-Control Habits

- |                                                                                    |                                                                                  |
|------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| <input type="checkbox"/> Take deep breaths or pause before reacting to frustration | <input type="checkbox"/> Set boundaries around stressful situations or people    |
| <input type="checkbox"/> Use positive self-talk instead of negative thoughts       | <input type="checkbox"/> Take short mindfulness or movement breaks when stressed |
| <input type="checkbox"/> Identify triggers that cause emotional overwhelm          | <input type="checkbox"/> Use a journal to process emotions and reflect           |

STEP 2

# Set Up Your Tracking System

## Option 1: Weekly Habit Tracker

Ideal for focusing on 3–5 key habits at a time

Helps build consistency without overwhelming yourself

Habit	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Example: Plan my day the night before	✓	✓	✗	✓	✓	✗	✓
Example: Use a timer for focused work	✓	✓	✓	✓	✗	✓	✓
Example: Write things down instead of relying on memory	✓	✓	✓	✓	✓	✓	✓

At the end of the week, **review your progress** and adjust as needed.

## Option 2: Monthly Habit Tracker

Best for tracking long-term habits and seeing trends

Helps identify which habits stick and which need more focus

Habit	Week 1	Week 2	Week 3	Week 4
Plan my day the night before	✓ ✓ ✗ ✓ ✓	✓ ✓ ✗ ✓ ✓	✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✗ ✓
Use a to-do list	✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✗ ✓	✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓ ✓
Reduce screen time distractions	✓ ✓ ✗ ✓ ✓	✗ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✗ ✓

At the end of the month, **identify patterns:**

- Which habits were easiest to maintain?
- Which habits need more support or structure?
- Are there specific days or times when habits are harder to keep?

STEP 3

# Reflection & Adjustments

Use this space to reflect on your habit-building progress:

Which habits were easiest to maintain?

What challenges did you face in staying consistent?

What strategies helped you stick to your habits?

Which habits do you want to focus on next month?

# Need Help Building Better Habits?

Building strong executive functioning habits takes time and consistency—but you don't have to do it alone.

If you're struggling with sticking to habits, staying organized, or managing time, executive function coaching can provide:

Personalized strategies tailored to your daily challenges

Support and accountability to stay consistent

Tools to improve productivity, focus, and organization

## NEXT STEP:

Book a Free Coaching Session Let's review your habit tracker and create a custom plan that fits your needs.

**Schedule Your Free Call: [NeuroRootsAz.com](https://neurorootsaz.com)**

## Final Thoughts?

Start small – Focus on just a few key habits at a time.

Stay consistent – Progress, not perfection, is the goal.

Adjust as needed – If a habit isn't working, tweak it instead of giving up.

Over time, these small daily actions will **strengthen your executive functioning skills** and make everyday tasks easier to manage.