



PREMIUM EDUCATIONAL RESOURCE / GRADES 3 - 12

Executive Functioning Success Workbook

A Structured 6-Week Intervention Mega Bundle for Planning, Organization, and Mental Flexibility

This comprehensive workbook guides students through six evidence-based executive functioning skill domains using a scaffolded instructional model. Each week includes direct instruction, guided and independent practice, a home connection activity, a reflection journal, an extension challenge, and a weekly progress tracker.

- 6-WEEK PROGRAM
- 42 ACTIVITIES
- PRE / POST ASSESSMENT
- HOME CONNECTIONS
- TEACHER GUIDE
- PROGRESS TRACKERS

STUDENT _____

TEACHER _____

DATES _____

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Navigate this mega bundle by section. Each week includes direct instruction, guided practice, independent practice, a home connection activity, a reflection journal, an extension challenge, and a weekly progress tracker.

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Week 2: Guided Practice

Planning

Let's practice the Planning Loop with a fun, low-stakes example: planning a birthday party. Working with a partner or your teacher, fill in the planning template below. The first row is filled in as an example.

Instructions

Use the planning template to break down the birthday party into at least six steps. For each step, estimate how long it will take (in minutes or hours), list any materials you will need, and number the steps in the order they should happen.

Scaffolding Tip for Teachers

Walk through the worked example row aloud before students start. Ask: "If the party is on Saturday, when does this step need to happen?" This builds the working-backwards habit.

Step #	Task Description	Time Estimate	Materials Needed
1	<i>Example: Pick a date and theme</i>	<i>30 min</i>	<i>Calendar, ideas</i>

Plan Review

Now look back at your plan and answer these questions to make sure it would actually work in real life.

Which step will take the longest? Why?

Which step depends on another step being finished first?

What is one thing that might go wrong, and how would you handle it?

Week 3: Home Connection

Organization

Family Activity

Work with a family member to organize one small area of your home together using the 3-Bin Sort method. Good options: a junk drawer, a bookshelf, the area near the front door, or a kitchen cabinet. Plan 20 to 30 minutes for this activity.

Conversation Prompts

Use these prompts to guide a 10 to 15 minute conversation with a parent, guardian, or trusted adult. You can write answers together or just talk.

1. What is one small area of our home that always seems disorganized?

2. What should the final result look like when we are done?

3. Let's sort the items into three bins: Keep, File, Toss. What goes in each?

4. Where will each Keep item live from now on? Let's agree on the home.

Tip for Parents and Guardians

Choose a small, contained area for this activity. A single drawer or shelf is plenty. The goal is to teach the process, not to reorganize the entire house. End on a win so your child wants to do it again.

Parent Observation

Notice whether your child naturally groups similar items, asks about the toss vs. file decision, or sticks with the task to completion. These observations reveal which executive functioning subskills need more support.

What I noticed about my child this week:

Parent Signature:

Week 4: Direct Instruction

Task Initiation

Task initiation is the ability to begin a task without delay. It is the opposite of procrastination. Most people assume procrastination is a character flaw, a sign of laziness or poor time management. The research tells a different story. Procrastination is actually an emotional regulation problem. When a task feels overwhelming, boring, or anxiety-producing, the brain's threat system activates, and we avoid the task to escape the uncomfortable feeling.

Understanding this changes everything. If procrastination is emotional, then willpower alone will not fix it. We need strategies that reduce the emotional intensity of starting. The two most effective strategies are **chunking** (breaking the task into tiny pieces) and the **5-minute rule** (committing to work for just 5 minutes, after which you can stop without guilt). Most of the time, once you start, the feeling of resistance fades within 2 to 3 minutes.

Why is this important?

Getting started is often the hardest part. Once you are moving, momentum carries you forward. Mastering task initiation reduces anxiety, improves grades, and frees up time for the things you actually enjoy. Students who consistently start tasks within 5 minutes of deciding to do them report significantly lower stress levels and higher academic performance than students who procrastinate.

Key Strategy: The 5-Minute Anti-Procrastination Method

Step 1. Break the task into tiny pieces (chunks). If the task is "write an essay," the chunks might be: open the document, write the title, write one sentence of the introduction. Each chunk should take less than 2 minutes.

Step 2. Set a timer for just 5 minutes. Commit to working for 5 minutes only. After 5 minutes, you have full permission to stop. This removes the emotional weight of "I have to work for an hour."

Step 3. Remove distractions before starting. Phone in another room. Browser tabs closed. Door closed if possible. Distractions are kryptonite to task initiation because they offer an immediate escape from the uncomfortable feeling of starting.

Step 4. Identify the very first physical action. "Open the textbook" is a physical action. "Study for the test" is not. The first action should be so small it feels almost too easy.

Step 5. Take the first action immediately. Do not wait to feel motivated. Motivation follows action, not the other way around. Take the first action, and motivation usually shows up within minutes.

Worked Example: Starting a Dreaded Math Worksheet

Task: Complete a 20-problem math worksheet due tomorrow.

Chunks: (1) Open backpack and take out worksheet. (2) Get a pencil. (3) Sit at the desk. (4) Read problem 1. (5) Try problem 1. (6) Try problem 2.

First physical action: Walk to the backpack and unzip it. That's it.

5-minute timer: Set a phone timer for 5 minutes. Work until it goes off. Most students find they want to keep going once they start.

Week 5: Guided Practice

Working Memory

Let's practice three different memory strategies in a guided lab. You will try each strategy on a small set of items and compare which works best for you. There is no right answer; different strategies work for different brains.

Instructions

Complete each of the three mini-exercises below. After each one, rate how well the strategy worked for you. At the end, you will choose your favorite strategy to use this week.

Scaffolding Tip for Teachers

Walk through Exercise 1 as a group. Read the phone number aloud, ask students to chunk it, then cover it and have everyone write it down. Immediate feedback builds confidence for the independent exercises.

Exercise 1: Chunking Practice

Read this phone number: **5558675309**. Now chunk it into 3 groups of 3 to 4 digits. Write your chunks below.

My chunks:

Without looking above, write the full number from memory:

How well did chunking work? (1 = did not help, 5 = very helpful): ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Exercise 2: Visualization (Story Method)

Here is a 5-item list: **keys, phone, water bottle, homework, lunch**. Create a vivid, silly mental picture that links all 5 items in a story. Describe your picture below.

My visualization story:

Without looking above, write the 5 items from memory:

How well did visualization work? (1-5): ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Exercise 3: Acronym Creation

Here are the 5 stages of the writing process: **Plan, Draft, Revise, Edit, Publish**. Create your own acronym using the first letter of each word (P, D, R, E, P). Make it memorable.

Week 6: Guided Practice

Flexible Thinking

Practice the Plan B method with three scenarios. Each scenario describes a plan that gets disrupted. Your job is to identify the ABC (Adversity, Belief, Consequence) and then generate three alternative plans. The first scenario is filled in as an example.

Instructions

For each scenario, fill in the ABC reframe boxes and then brainstorm three Plan B options. The goal is quantity, not quality, at first. Get all your ideas down, then choose the best one.

Scaffolding Tip for Teachers

Do the first scenario as a group. Write the ABC on the board and brainstorm Plan B options together. Students often need a model of what "reframing" sounds like before they can do it independently.

Scenario 1 (Worked Example)

Adversity: You planned to play outside with your friend, but it starts raining hard.

Belief: "My whole afternoon is ruined. My friend will be bored and annoyed."

Consequence: Frustration, disappointment, want to give up.

Plan B options: (1) Indoor board game tournament. (2) Bake cookies together. (3) Movie with popcorn.

Reframe: I can still have fun with my friend. Indoor activities can be just as good.

Scenario 2: Essay Due Date Moved Up

Adversity: You finished your essay early, but the teacher says the due date was moved up by 2 days and your draft is now late.

Belief (what you might tell yourself):

Consequence (how you might feel):

Plan B Option 1:

Plan B Option 2:

Post-Assessment Benchmark

Six weeks ago, you rated yourself on ten executive functioning skill areas. Now it is time to rate yourself again using the same scale. Be honest. The goal is not to show improvement; the goal is to see clearly where you have grown and where you still want to grow. Real growth includes recognizing what still needs work.

Rating Scale (Same as Pre-Assessment)

1 = Needs Work 2 = Below Average 3 = Average 4 = Above Average 5 = Excellent

Skill Area	1	2	3	4	5	Notes
Planning long-term projects	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐	
Keeping materials organized	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐	
Starting homework right away	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐	
Remembering multi-step instructions	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐	
Adapting to schedule changes	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐	
Managing my time well	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐	

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Executive Functioning Success Workbook

6-Week Intervention Mega Bundle

Skills Practiced

- Goal Setting & Self-Awareness
- Planning & Prioritizing
- Organization
- Task Initiation
- Working Memory
- Flexible Thinking

Teacher Signature

Date

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What's Inside This Workbook

A complete map of every component in the Executive Functioning Success Workbook — the 6-week intervention mega bundle from UM Printables.

75

PRINTABLE
PAGES

42

STRUCTURED
ACTIVITIES

6

WEEKLY
UNITS

10

SKILL AREAS
ASSESSED

— FRONT MATTER & TEACHER TOOLS

Cover & TOC

Branded cover with student info fields; clickable table of contents.

Teacher Guide (2 pp.)

Scope/sequence, 4-step lesson cycle, differentiation by grade band, pacing, materials.

Parent Letter

Welcome letter with "How to Support at Home" callout and return slip.

Pre-Assessment

10-skill self-rating benchmark with baseline goal-setting prompt.

Post-Assessment

Parallel post-test with "most improved" reflection prompts.

Growth Comparison

Side-by-side pre/post table with growth calculation column.

6 WEEKLY UNITS — 7 COMPONENTS EACH

WEEK 1

Goal Setting

SMART Goal Framework

Specific, Measurable, Achievable, Relevant, Time-bound. EF self-profile + goal action plan.

WEEK 2

Planning

5-Step Planning Loop

Visualize → List → Estimate → Sequence → Review. Backward design challenge.

WEEK 3

Organization

3-Bin Sort Method

Keep / File / Toss. "Everything has a home" principle + digital organization audit.

WEEK 4

Task Initiation

5-Minute Method

Anti-procrastination: chunking, micro-steps, timer commitment, Pomodoro trial.

WEEK 5

Working Memory

Memory Toolkit

Chunking, visualization (story method), acronyms, dual-coding, personal mnemonics.

WEEK 6

Flexible Thinking

ABC Reframe + Plan B

Adversity-Belief-Consequence model, Plan B generation, perspective-taking challenge.

EACH WEEKLY UNIT INCLUDES 7 COMPONENTS

(1) Section Divider · (2) Direct Instruction · (3) Guided Practice · (4) Independent Practice · (5) Home Connection · (6) Reflection Journal · (7) Extension + Tracker



PREMIUM
CERTIFICATE



2-PAGE
APPENDIX



6 PROGRESS
TRACKERS



6 HOME
CONNECTIONS



REVIEW
REQUEST PAGE