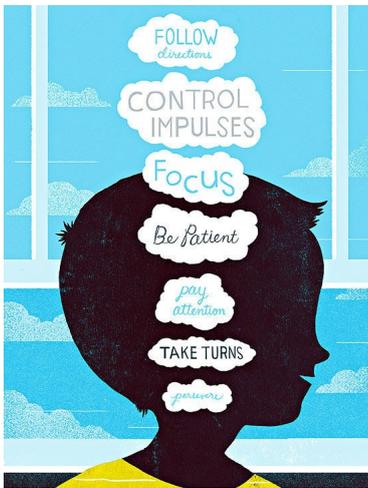


EXECUTIVE FUNCTIONING STRATEGIES FOR ONLINE LEARNING: TIPS FOR PARENTS

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What is Executive Functioning?

Executive Functions are brain functions that enable a person to engage in problem-solving and goal-directed behaviors. Executive Functions include Inhibition (thinking before responding), Organization, Planning, Prioritization, Initiation, Time Management, Sustained Attention, Working Memory, Self-Monitoring, Flexibility, Persistence, and Emotional Control.

Executive Functioning Skills in an Online Learning Environment

Whether in a traditional classroom or an online learning environment, many students need assistance with executive functioning skills. The following strategies may be helpful in supporting your child's executive functioning skills while participating in online learning:

- ◆ Create an **online learning schedule**, with breaks included, to help structure the student's day.
- ◆ Provide a **consistent work space** or area for online learning that is away from distractions. Ensure that all the necessary materials are available (e.g., charged laptop, paper, pencils/pens, highlighters, colored pencils, etc.).

Before 9:00am	Wake up
9:00-10:00	Morning walk
10:00-11:00	Academic time
11:00-12:00	Creative time
12:00	Lunch
12:30PM	Chore time
1:00-2:30	Quiet time
2:30-4:00	Academic time
4:00-5:00	Afternoon fresh air



- ◆ Create a **"To Do" List** - Rank the items in order of importance, or designate the most important items on the list with an asterisk or color-highlight. Check off or cross out the items as they are completed.

- ◆ Provide a **consistent location to keep papers/work** for each subject (e.g., notebook or folder). **Color code folders** or notebooks by subject area.



- ◆ Provide direct support at the beginning of the lesson to ensure your child understands the directions for the assignment. **Read the directions together** and have your child repeat them in his/her own words.
- ◆ Provide **frequent check-ins** to monitor and reinforce on-task behavior and work completion.

★ Star reward chart ★
How many stars can you get? Stick them on the chart below!
My name is _____

Day	My stars				
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

- ◆ Set **realistic mini-goals** of what should be accomplished by the end of a given time period. Provide praise/rewards for meeting the goal. For example, a smiley face or star could be placed on a chart. The number of smiley faces or stars earned could then be traded in for fun activities (e.g., a 15 minute dance party with parent, 15 extra minutes of video time, playing a board game with parent, etc.).

- ◆ Watch for **warning signs** that your child is becoming frustrated or overwhelmed. Intervene by diverting attention, reminding about rewards, providing a break (e.g., getting a drink or having a snack), or assigning a silent or calming activity (e.g., drawing or coloring).
- ◆ Remind your child of **strategies/steps** s/he can take when feeling frustrated or upset (e.g., positive self-talk such as "I can do this," taking a break, etc.). Provide a visual card if needed.

