

AIMS ESSENTIAL TOOLS

THE 5 EXECUTIVE FUNCTIONS

1. PLANNING

- Steps to reach a goal
- **How to use it:** Make a plan of how to study 5 days before a test

2. PRIORITIZING

- Organize steps in order of importance
- **How to use it:** Complete homework before playing video games

3. ORGANIZATION

- Maintain systems to keep things in order
- **How to use it:** Clean out and file items in your backpack each week

4. WORKING MEMORY

- Keep things in mind while you need to use them
- **How to use it:** Write down directions or assignments immediately

5. TASK INITIATION

- Get started without procrastinating
- **How to use it:** Set reminders for when to start homework

SOCIAL COMMUNICATION SKILLS

CONNECTING

- Look at others when talking
- Share the conversation
- Stay on topic
- Be respectful

LISTENING

- Look at others when listening
- Wait until others are done before talking
- Ask on topic follow-up questions
- Notice nonverbal communication

WORKING TOGETHER

- Cooperate
- Practice perspective taking
- Resolve disagreements

