

Helpful Executive Functioning Reminders Checklist/Evaluation

Component/Skill	Yes	No
<p>Home Correspondence Folder: should contain papers that need to be signed by parents, information from the office, papers that need to be filed at home, signed forms to turn in to teachers the next school day</p> <p><i>Do you use this folder correctly?</i></p>		
<p>Front Pocket of Subject Folders: should contain homework that needs to be completed, homework that needs to be turned in, no other papers in this folder, use the One Touch Method – put the papers where it belongs the first time, do not put homework in your textbooks</p> <p><i>Do you use the front pockets correctly?</i></p>		
<p>Back Pocket of Subject Folders: place returned work from your teacher here, place day work here that does not have to be turned in to your teacher. (notes and handouts if you do not use a NOTES folder)</p> <p><i>Do you use the back pockets correctly?</i></p>		
<p>Notes Folder: place class notes here, place reference handouts here</p> <p><i>Do you use this folder correctly? (if applicable)</i></p>		
<p>Paper Folder: keep 20-30 sheets of loose paper in this folder, do not use spiral notebooks for note paper, refill if needed during your weekly organization time</p> <p><i>Do you use this folder correctly?</i></p>		
<p>Paper Organization: use the proper school heading: first and last name, school name, date, subject, assignment name, page #</p> <p><i>Are you using the proper paper heading on all of your work?</i></p>		
<p>Planner: at the beginning of each month review the monthly planning pages, transfer dates to weekly pages</p> <p><i>Do you write your homework in your planner at the end of class?</i></p>		
<p><i>Do you use N, NH or None for “No Homework”?</i></p>		
<p><i>Do you highlight the homework if you need to take your book home?</i></p>		
<p><i>Do you prioritize your work (1,2,3, etc.)?</i></p>		
<p><i>Do you start with the longest or hardest assignment first?</i></p>		
<p><i>Do you check off each task when you complete it?</i></p>		
<p>Goal Setting: set a personal goal for the week, set a school goal for the week, use this to reach a larger goal if applicable</p> <p><i>Do you have a school goal in your planner this week?</i></p>		
<p><i>Do you have a personal goal in your planner this week?</i></p>		

Tip: Have a study partner you can rely on!