

Executive functioning skills

Make One Task Easier to Follow

Adults and teens 13+ | 10 to 15 minutes

A task can sound simple while hiding many steps. Choose something that matters to you, such as submitting a form or preparing for a meeting. Instead of judging your whole ability, make the sequence visible and identify the point where support would have the greatest effect.

Write or draw the sequence. Mark one stuck point and test one cue, simplification, or agreed support.

Show the hidden steps

Include preparation, materials, starting, switching, and finishing. For a form, finding an account number may come before writing answers. Mark decisions or information you do not yet have rather than treating every step as ready to do.

Place support at the point

Choose a support where the task happens: a checklist beside materials, a saved first sentence, or an agreed handoff. Plan how to restart after an interruption. Keep the system small enough that maintaining it does not become another difficult task.

1. What task do I choose, and what does finished mean?**2. What steps or missing information does it actually involve?****3. Where does it get stuck, and what support fits that point?****4. When will I try the support and review whether it helps?****Clinical use and adaptation**

Consider attention, mood, fatigue, learning needs, trauma, pain, and structural constraints without inferring diagnosis. Offer verbal, visual, or assistive formats. Avoid equating productivity with value or using the sheet for compliance monitoring. Persistent impairment may need appropriate evaluation and broader support.