

What are executive functions?

- **Planning and organisation** - Involves managing current or future tasks by setting goals and establishing the steps needed to complete the task.
- **Flexible thinking** - The ability to modify thinking based on change in expectations and/or demands.
- **Monitoring performance** - Tracking progress and determining effectiveness during a particular task.
- **Multi-tasking** - Multitasking refers to the ability to manage multiple responsibilities at once by focusing on one task while keeping track of others.
- **Solving unusual problems** - Ability to make accurate judgements or find solutions if things are going wrong.
- **Self-awareness** - Ability to focus on yourself and how your actions, thoughts, or emotions do or don't align with your internal standards.
- **Social behaviour** - The ability to engage in social interactions with good judgement and be able to participate in or pay attention to conversations.

- **Making decisions** - The process of making choices by identifying a decision, gathering information, and assessing alternative resolutions. Using a step-by-step decision-making process can help you make more deliberate, thoughtful decisions by organizing relevant information and defining alternatives.
- **Motivation** - For our brains to activate the use of our executive skills, which are required to take purposeful action, a motivational force is required. Lack of motivation is a phrase often connected to those who have executive functioning challenges.
- **Controlling emotions** - Ability to manage and control your emotions in order to achieve a goal or complete a task. It's the ability to stay calm if you're anxious or bounce back from a setback without letting disappointment or frustration take over.
- **Concentrating and taking in information** - Focused attention. It assists in studying, enables faster comprehension, improves the memory, helps in focusing on a task, job or goal, and enables you to ignore meaningless and irrelevant thoughts.