

Organizational & Executive Functioning Supports

A Toolkit for Educators



This toolkit is designed to provide educators with practical strategies to support students, particularly those with ADHD, in developing organizational and executive functioning skills. These skills are crucial for academic success and overall well-being.

Taming Physical Chaos

Desk Dump Routine

- Dedicate 5 minutes at the end of each day.
- Empty the desk completely.
- Sort items into 'keep,' 'trash,' and 'delegate.'
- Return 'keep' items in an organized manner.

Color-Coding

- Assign colors to subjects (e.g., Math = Blue).
- Use colored folders, notebooks, and highlighters.
- Promotes visual organization and quick retrieval.

Transition Checklists

- Create checklists for common transitions (e.g., leaving for lunch, going home).
- Include essential items and steps.
- Laminate and attach to desks or lockers.
- Encourage students to use the checklist independently to promote independence and reduce reliance on verbal prompts.

Bypassing Working Memory Traps

Planner Trap

- Ensure students write down assignments *immediately*.
- Check planners daily (initially).
- Use a consistent planner format.

Redundancy Systems

- Use multiple reminders (e.g., planner + digital calendar).
- Have a designated 'homework' folder and space on the desk.
- Employ visual cues (e.g., sticky notes).

Project Management & Time Blindness

Work Backward

- Start with the project due date.
- Break down the project into smaller tasks.
- Assign realistic deadlines for each task.
- Visual timelines can be helpful.

Classroom Anchoring

- Post visual schedules and timelines in the classroom.
- Use a timer to signal the end of activities.
- Provide frequent verbal reminders of time remaining.

Packet Splitting

- Instead of assigning large packets, break them into smaller, manageable chunks.
- This strategy reduces overwhelm and provides a sense of accomplishment.

Conclusion

By implementing these strategies, educators can create a more supportive and organized learning environment for all students, particularly those with ADHD. Remember to be patient, consistent, and celebrate small victories. These skills take time and practice to develop.

