



Executive Functioning

Executive function is a set of mental skills that include working memory, flexible thinking, and self-control. We use these skills every day to learn, work, and manage daily life. Trouble with executive function can make it hard to focus, follow directions, and handle emotions, among other things.




There are three main areas of executive function.

1. Working Memory
2. Flexible Thinking
3. Self-Control






Executive function is responsible for many skills, including:

- Paying attention
- Organizing, planning, and prioritizing
- Starting tasks and staying focused on them to completion
- Understanding different points of view
- Regulating emotions
- Self-monitoring (keeping track of what you are doing)



Executive Functioning – Organization

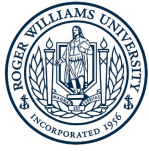
TOOL	DESCRIPTION	LINK
GENERAL ORGANIZATION		
Extensity 	The ultimate tool for lightning fast enabling and disabling all your extensions for Google Chrome or Edge.	Extensity - Chrome Web Store (google.com) Extensity - Microsoft Edge Addons
OneTab 	Whenever you find yourself with too many tabs, click the OneTab icon to convert all your tabs into a list. When you need to access the tabs again, you can either restore them individually or all at once.	OneTab extension for Google Chrome and Firefox - save up to 95% memory and reduce tab clutter (one-tab.com)
Session Buddy 	Save open tabs as collections that can be easily restored later. Great for freeing up memory and avoiding clutter. See and manage all open tabs in one place. Search open tabs and collections to quickly find what you're looking for.	Session Buddy – Manage Browser Tabs and Bookmarks with Ease




<p>Google Keep</p> 	<p>Quickly capture what's on your mind and get a reminder later at the right place or time.</p>	<p>Google Keep - Notes and Lists - Apps on Google Play</p> <p>Google Keep - Notes and lists on the App Store (apple.com)</p>
<p>Google Tasks</p> 	<p>Manage, capture, and edit your tasks from anywhere, at any time, with to-dos that sync across all your devices.</p>	<p>Google Tasks - Apps on Google Play</p> <p>Google Tasks: Get Things Done on the App Store (apple.com)</p>
<p>Todoist</p> 	<p>Add websites as tasks or add work tasks to follow up on. Quickly organize your tasks for the day right from the extension. Once your tasks are done, check them off without switching context.</p>	<p>Todoist: The to do list to organize work & life</p>
<p>Tab Resize</p> 	<p>Split Screen made easy. Resize the CURRENT tab and tabs to the RIGHT into layouts on separate windows. w/ Multi Monitor Support.</p>	<p>Tab Resize - split screen layouts - Chrome Web Store (google.com)</p>
<p>Symbaloo</p> 	<p>Easily save the website you are visiting and organize all your bookmarks in a personalized and safe online environment.</p>	<p>Symbaloo: Bookmarks & Favorites - The #1 Homepage for Educators</p>







Executive Functioning – Organization Continued

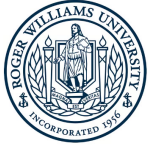
TOOL	DESCRIPTION	LINK
HOMEWORK PLANNERS		
<p>SchoolTraq</p> 	<p>SchoolTraq is an academic planner for students.</p>	<p>Schooltraq • A better academic planner for a better you</p> <p>Schooltraq - Chrome Web Store (google.com)</p>
<p>myHomework</p> 	<p>A digital student planner that lets you easily track your classes, homework, tests, and projects so you never forget an assignment again! myHomework is available on multiple platforms, so you can always know what's due</p>	<p>myHomework Student Planner App (myhomeworkapp.com)</p> <p>Get myHomework - Microsoft Store</p>





<p>My Study Life</p> 	<p>My Study Life is a cross-platform planner for students, teachers and lecturers designed to make your study life easier to manage. My Study Life allows you to store your classes, homework and exams in the cloud making it available on any device, wherever you are.</p>	<p>My Study Life</p>
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Executive Functioning – Notetaking

TOOL	DESCRIPTION	LINK
<p>Otter.ai</p> 	<p>Automated meeting notes for Zoom, Google Meet, Microsoft Teams, and more. Stay connected and collaborative when you work from home.</p>	<p>Otter Voice Meeting Notes - Otter.ai Otter.ai - Chrome Web Store (google.com) Otter: Transcribe Voice Notes on the App Store (apple.com)</p>
<p>Audio Note</p> 	<p>Audio Note combines the functionality of a notepad and voice recorder to create a powerful tool that will save you time while improving the quality of your notes.</p>	<p>AudioNote™ on the App Store (apple.com)</p>
<p>Notability</p> 	<p>Welcome to Notability: powerful, yet wonderfully simple notetaking and PDF annotation.</p>	<p>Notability on the App Store (apple.com)</p>
<p>Evernote</p> 	<p>Capture ideas when inspiration strikes. Bring your notes, to-dos, and schedule together to tame life's distractions and accomplish more—at work, at home, and everywhere in between.</p>	<p>Download Evernote for free Evernote</p>
<p>Sound Note</p> 	<p>Sound Note is the best way to take notes in meetings, lectures, and interviews. It tracks what you type and draw while recording audio.</p>	<p>SoundNote on the App Store (apple.com)</p>
<p>One Note</p> 	<p>OneNote is your digital notebook for capturing and organizing everything across your devices. Jot down your ideas, keep track of classroom notes.</p>	<p>Download OneNote</p>








<p>Mic Note</p> 	<p>Record voice while taking note synced, for lectures, meetings, conferences, interviews, memos.</p>	<p>Mic Note -Voice Recorder & Notepad - Chrome Web Store (google.com)</p>
<p>Dictanote</p> 	<p>Switch effortlessly between using the keyboard and your voice to type out notes.</p>	<p>Dictanote - Make your voice type for you</p>

Executive Functioning – Study Skills

TOOL	DESCRIPTION	LINK
<p>Quizlet</p> 	<p>From flashcards to help you learn, to games that make it easy to get a handle on history, use a variety of tools to conquer any challenge.</p>	<p>Learning tools & flashcards, for free Quizlet</p>
<p>Khan Academy</p> 	<p>Khan Academy is an education app for everyone—whether you’re a parent helping your first grader with geometry or a postgrad looking for a deep dive into microfinance.</p>	<p>Khan Academy Free Online Courses, Lessons & Practice</p>
<p>Study Blue</p> 	<p>Study millions of student-authored explanations for your classes or create your own. For free!</p>	<p>StudyBlue: Online Flashcards, Homework Help & Textbook Solutions</p>
<p>Wolfram Alpha</p> 	<p>Use the power of Wolfram's computational intelligence to answer your questions.</p>	<p>Wolfram Alpha: Computational Intelligence (wolframalpha.com)</p>



Executive Functioning – Attention, Focus, & Alerting


TOOL	DESCRIPTION	LINK
ATTENTION & FOCUS		
Self-Control 	A simple extension to keep you focused online	Self Control - Chrome Web Store (google.com)
Pomodoro 	Pomodoro is a customizable pomodoro timer that works on desktop & mobile browser.	Pomodoro Timer Online - Pomofocus
Postlight Reader 	The Postlight reader extension removes ads and distractions, leaving only text and images for a clean and consistent reading view oMercury Reader - Chrome Web Store (google.com) n every site.Postlight reader- Chrome Web Store (google.com)	Postlight reader- Chrome Web Store (google.com)
Easy Reader 	Easy Reader can customize and improve the readability of long web articles. Make any article or part of a website more readable!	EasyReader - Chrome Web Store (google.com)
AdBlocker Ultimate 	AdBlocker Ultimate is designed with a singular purpose: remove all ads so you can focus your attention on the content you want.	AdBlocker Ultimate - (adblockultimate.net)
BlockSite 	Stay focused and improve productivity. Easily block any distracting or harmful website.	BlockSite: Easily block distracting websites
StayFocused 	StayFocused increases your productivity by limiting the amount of time that you can spend on time-wasting websites.	StayFocusd - Microsoft Edge Addons StayFocusd - Chrome Web Store (google.com)



Roger Williams
University

Student Accessibility Services
*The Jeremy Warnick Center for
Student Accessibility*

Roger Williams University
Library, 1st Floor
One Old Ferry Road
Bristol, RI 02809
(401) 254-3841
sas@rwu.edu

ALERTING		
 <p>Alarmy</p>	Alarmy turns your iPhone into a motivational alarm clock that helps you get out of bed first, and makes you get all your 'to do's done successfully in the morning.	Alarmy - Alarm Clock on the App Store (apple.com) Alarmy - Morning Alarm Clock - Apps on Google Play

Notes