

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:

- Working Memory
- Flexible Thinking
- Self-Control

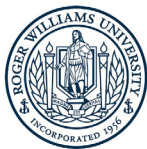
Executive function is responsible for many skills, including:

- 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)




Common Executive Functioning Struggles

- “I have trouble managing time. I never give myself enough time to finish assignments or get to class on time.”
 - See [ORGANIZATION](#) and [ALERTING](#)
- “It’s difficult to plan ahead or break down projects into manageable steps.”
 - See [ORGANIZATION](#) and [STUDY SKILLS](#)
- “I have a hard time taking notes in class or staying on task when I study.”
 - See [NOTETAKING](#), [STUDY SKILLS](#), and [ATTENTION & FOCUS](#)
- “I find it difficult to get started on tasks when I have a lot of things piling up.”
 - See [STUDY SKILLS](#) and [ATTENTION & FOCUS](#)
- “I have trouble motivating myself to get out of bed and get going with my day.”
 - See [ALERTING](#)
- “I have difficulty sticking to a plan when the going gets tough.”
 - See [ORGANIZATION](#) and [ATTENTION & FOCUS](#)

Remember that you are not alone—your staff and faculty at Roger Williams University are all here to help and encourage you!









Executive Functioning – Organization

TOOL	DESCRIPTION	LINK
GENERAL ORGANIZATION		
Tab Manager 	The Workona Spaces & Tab Manager helps you get your work under control and finally feel organized. Use it to manage tabs, organize projects, and bring together all of your work.	Tab Manager by Workona on the Chrome Web Store
Google Keep 	Quickly capture what's on your mind and get a reminder later at the right place or time.	Use Google Keep
Google Tasks 	Manage, capture, and edit your tasks from anywhere, at any time, with to-dos that sync across all your devices.	Use Google Tasks
Todoist 	Gain calmness and clarity with the world's most beloved productivity app. Todoist makes it frictionless to get all your tasks out of your head and organized in one trusted place.	Download Todoist
Yourstep 	Yourstep is the AI-powered planner for organization of exams and assignments.	Yourstep on the App Store Yourstep on Google Play
TickTick 	Whether it's work projects, personal tasks, or study plans, TickTick helps you organize and confidently tackle everything in your life.	TickTick on the App Store TickTick on Google Play
myHomework 	A digital student planner that lets you easily track your classes, homework, tests, and projects so you never forget an assignment again!	myHomework on the App Store myHomework on Google Play








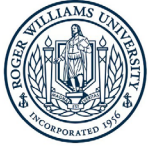
Executive Functioning – Notetaking

TOOL	DESCRIPTION	LINK
Otter.ai 	Automated meeting and lecture notes for Zoom, Google Meet, Microsoft Teams, and more.	Otter.ai on the App Store Otter.ai on Google Play
Notability 	Welcome to Notability: powerful, yet wonderfully simple notetaking and PDF annotation.	Notability on the App Store
Evernote 	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.	Download Evernote
One Note 	OneNote is your digital notebook for capturing and organizing everything across your devices. Jot down your ideas and keep track of classroom notes.	Use OneNote
Goodnotes 	Goodnotes empowers you to capture and express your ideas effortlessly, then organize all your notes across web, tablet, and desktop.	Goodnotes on the App Store Goodnotes on Google Play
Voicenotes 	Voicenotes is the easiest and most intuitive way to capture your thoughts and bring them to life. The app allows you to record your voice and transcribes automatically.	Voicenotes on the App Store Voicenotes on Google Play




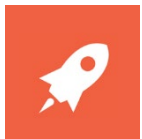




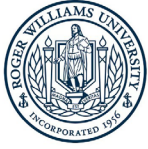
Executive Functioning – Study Skills



TOOL	DESCRIPTION	LINK
Quizlet 	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.	Use Quizlet
Khan Academy 	Learn anything, for free: Thousands of interactive exercises, videos, and articles at your fingertips.	Use Khan Academy
YPT 	Study together on YPT. Record your study time and share it with friends. Get motivated with your friends and study together remotely.	YPT on the App Store YPT on Google Play
Coggle 	Coggle is online software for creating and sharing mindmaps and flowcharts. Whether you're taking notes, brainstorming, or planning, it is super simple to visualize your ideas with Coggle.	Use Coggle
Obsidian 	Obsidian is the private and flexible writing app that adapts to the way you think.	Download Obsidian



Executive Functioning – Attention, Focus, & Alerting

TOOL	DESCRIPTION	LINK
ATTENTION & FOCUS		
StayFocusd 	StayFocusd is a productivity extension that helps you stay focused on work by restricting the amount of time you can spend on time-wasting websites.	StayFocusd on the Chrome Web Store StayFocusd on the Microsoft Edge Store
Pomofocus 	Pomofocus is a customizable pomodoro timer that works on desktop and mobile browser. Use to help you focus on any task you are working on.	Use Pomofocus
Focus Friend 	Focus Friend is a gamified focus timer created by online educator Hank Green! When you Focus, your Bean will Focus. If you interrupt your Bean by turning off the timer, they'll be really sad.	Focus Friend on the App Store Focus Friend on Google Play
Postlight Reader 	The Postlight reader extension removes ads and distractions, leaving only text and images for a clean and consistent reading view.	Postlight Reader on the Chrome Web Store
AdBlock 	AdBlock is designed with a singular purpose: remove all ads so you can focus your attention on the content you want.	AdBlock on the Chrome Web Store
Brain.fm 	Use Brain.fm's functional music to help you focus, relax, and sleep better, using cutting edge neuroscience to get results.	Brain.fm on the App Store Brain.fm on Google Play



ALERTING		
Alarmy 	Alarmy turns your phone 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 on the App Store Alarmy on Google Play
Sleep Cycle 	Improve your sleep with Sleep Cycle, an intelligent alarm clock and tracker that analyzes patterns and wakes you up in your lightest sleep phase.	Sleep Cycle on the App Store Sleep Cycle on Google Play

Notes