



I'm ready for college but... can't find my backpack

Developed by:
Dr. Michael McManmon, CIP Founder

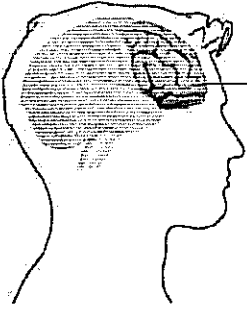
Presented by:
Marjorie Paul, J.D., CIP Outreach Coordinator
mpaul@cpwarticles.com



Executive Functioning Strategies for transition & success in college



Prefrontal Cortex



- CEO of the brain
- All cognitive functioning & processing

Prefrontal Cortex

- Last part of the brain to mature between 20–30 years old



Executive Functioning

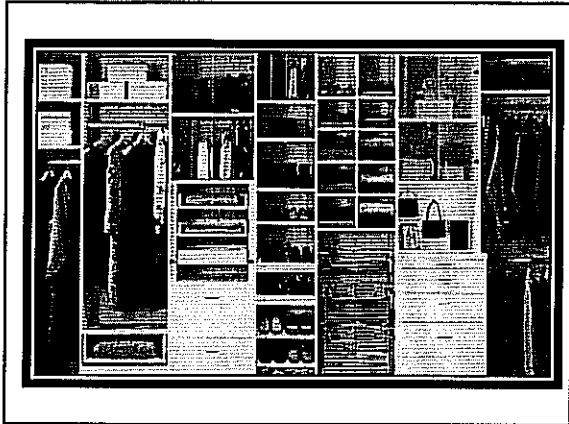
continues to develop into adulthood

- ◆ Affected by physical changes in the brain
- ◆ Affected by life experiences
- ◆ Direct instruction, explicit feedback essential
- ◆ Frequent reassurance necessary

EF

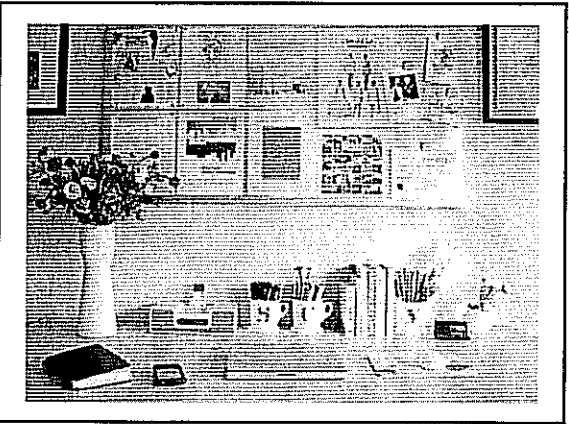
impacts all areas of development & life

- ✓ Academic
- ✓ Money management
- ✓ Personal Relationships
- ✓ Health and fitness
- ✓ Work



EF
helps you to:

- Pay attention
- Control impulsivity by inhibiting inappropriate or ill-timed responses
- Transition from one task to another
- Have a sense of time & manage time



EF

helps you to:

- Engage in mental planning (working memory)
- Persist to complete a task or activity
- Organize / keep track of one's belongings & actions
- Self-regulate and exhibit self-control
- Self-monitor one's behavior

Diane Twatchman-Cullen, Ph.D., CCC-SLP



EF Difficulties

Challenge people to:

- Predict what will happen next
(creates anxiety and transition problems)
- Be flexible / Get unstuck / Try new ways
- Concentrate
- Decrease impulsivity *(resist blurting out)*
- Use working memory
so that it is available when needed

EF Difficulties

Challenge people to:

- Manage and allocate time
(especially to long-term assignments; homework)
- Plan ahead
- Organize space
- Keep track of belongings
- Complete multi-step or complex tasks
- Work in groups

Time Estimation Worksheet

Name: _____ Date: _____

Make a list of various tasks you need to accomplish (getting dressed, making phone calls, driving to appointments, shopping, etc.). Estimate the amount of time you think it will take to complete each task. After you have completed a task, write the actual amount of time you spent doing it.

Task	Estimate	Actual

Pick Up Once A Week

What type of roommate would you like to have?



First Semester...



Common Misperception

- The student is L(azy) or D(umb)
- The student is being oppositional
- The student is "doing this on purpose to drive me crazy"
- If a student is drawing or doodling, he is not paying attention

Common Misperception

- If a student did well on an assignment or essay yesterday, he should be able to do the same quality of work today
- The best way for students to focus is when they are still and the room is quiet
- If a student cannot be organized or manage his time well, he will never be able to succeed in college

Meta-cognition

- Knowledge and awareness of one's own thinking and the ability to monitor and regulate the process of that thinking
- Structuring, storing, organizing & retrieving from memory are aspects of metacognition that can be learned

Memory:

- Requires rehearsal
- Active process: you must manipulate information to get it into your head
- Divided attention? You can't remember what you can't pay attention to.
- You can't remember what you don't understand

Ways to Improve Memory:

- Repetition
- Visualization - see it in your mind
- Group like-items together
- Write it down
- Use acronyms

EF in College Planning:

- ✦ Don't focus on the overall picture; too overwhelming
- ✦ Get help with explicit step-by-step directions (in bulleted format)
- ✦ Ask for all directions in writing and email
- ✦ To do lists should have one or two short assignments and one longer term

Courtesy of Judy Bass Educational Consultant

Set Up Weekly Support:

- ✦ Meet with Guidance more often for shorter periods of time
- ✦ Set up appointment reminders by text or email and confirm appointments
- ✦ Set early deadlines, but empower yourself and ask for extension if needed
- ✦ Save copies of all your work in e-file

Courtesy of Judy Bass Educational Consultant

Build Your Team:

- ✦ Brainstorm essay topics with guidance or teacher
- ✦ Expect you will do majority of essay work in school or by appointment with teacher or guidance available for support
- ✦ Do not criticize or judge yourself harshly
- ✦ Choose people who will always be supportive and encouraging

Choose Strategies that Work Best for You:

- ✦ Learn step-by-step approaches toward task completion
- ✦ Use time organizers, phones, computers, watches with alarms
- ✦ Use visual schedules
- ✦ Ask for written/oral directions and oral instructions
- ✦ Plan and structure transition times and shifts in activities

Weekly Student Schedule

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00 AM: Morning Class	8:00 AM: Morning Class	8:00 AM: Morning Class	8:00 AM: Morning Class	8:00 AM: Morning Class		
9:00 AM: Morning Class		9:00 AM: Morning Class	9:00 AM: Morning Class	9:00 AM: Morning Class		
10:00 AM: Morning Class		10:00 AM: Morning Class	10:00 AM: Morning Class	10:00 AM: Morning Class		
11:00 AM: Morning Class		11:00 AM: Morning Class	11:00 AM: Morning Class	11:00 AM: Morning Class		
12:00 PM: Lunch	12:00 PM: Lunch	12:00 PM: Lunch	12:00 PM: Lunch	12:00 PM: Lunch		
1:00 PM: Morning Class	1:00 PM: Morning Class	1:00 PM: Morning Class	1:00 PM: Morning Class	1:00 PM: Morning Class		
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College Internship Program

Weekly Student Schedule

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College Internship Program

Problem Solving

- Plan**
- What am I trying to accomplish
 - What are the necessary steps
 - What is the sequence of the steps

- Execute**
- How do I start? / When do I start
 - How will I persevere with plan
 - What could go wrong

- Repair**
- Is plan working?
 - How will I know when I'm done
 - What would I do differently next time
 - What would I do the same next time

The Source for Executive Function Disorders, Susanne Phillips Keeley

Managing Your Time



- Segment large tasks into chunks
- Use calendars / day planners to keep track of long term assignments, due dates, deadlines
- Reminders on computers and smart phones
- Organize daily, weekly, monthly
- Use checklists, "to do" lists
- Time estimation worksheet



meet new people

grab lunch with a new friend

join student organizations


study for mid-term

To Do List

LEARN MORE

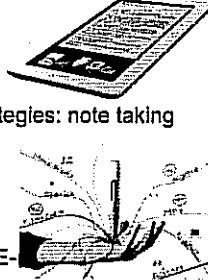
Managing Space & Material

- ✓ Create a dedicated work space
- ✓ Organize work space
 - Color coded bins
 - Sections in backpack
- ✓ Minimize clutter
- ✓ Schedule cleaning and organizing at least once per week
- ✓ Employ master notebook system
 - Accordion file or 3 ring file w/ sections



Academic Interventions

- Master notebook
- Accommodations
- Study and performance strategies: note taking skills, tutorial support
- Tape recorded lectures
- Livescribe smart pen
- Audio books, Kindle, Nook, E-




Residential Interventions

- EF checklists posted on bedroom doors
- Photos of what an acceptably clean kitchen or bedroom looks like posted in apartment
- Photos of you properly groomed posted in apartment




Andy's Hygiene Checklist

Every Morning




1. Shower

Mon	Tues	Wed	Thurs	Fri




2. Put on clean clothes

Mon	Tues	Wed	Thurs	Fri




3. Put on deodorant

Mon	Tues	Wed	Thurs	Fri




4. Check hair in mirror (is it sticking up?)

Mon	Tues	Wed	Thurs	Fri



5. Eat Breakfast

Mon	Tues	Wed	Thurs	Fri



6. Brush Teeth

Mon	Tues	Wed	Thurs	Fri

# of Times Completed on all	# of Times Completed with staff assistance	# of Times Completed with/without assistance

Date of Completion: _____
and Print: _____

Seek Clinical Intervention

- Help you understand complex emotions
- Assist you in goal planning
- Monitor your pharmacological program
- Learn diaphragmatic breathing
- Learn techniques for overcoming anxiety

Discussion: What do you do when you get stuck?

- Be clam
- Identify the Obstacle
- Start with the Simple Things
- Go Back a Few Steps
- Start Over Again
- Take a Short Break
- Get Opinions from Others
- Get Perspective and Prioritize
- Envision the Completed Task

Communicate for Success!!

- When you feel stuck: Ask for help
- When you get the general idea but misunderstand a few details: Ask for clarification
- Communicate!

Thank you!!!!

Links & Resources:

- ❖ **The Source for Executive Function Disorder**
– Susanne Phillips Keeley
- ❖ <http://www.psychologytoday.com/experts/michael-mcmanmon-edd>
Psychology Today
- ❖ **Assessment and Intervention for Executive Function Difficulties (School-Based Practice in Action)**
– Dr. George McCloskey
- ❖ **Asperger's for Dummies** – Stephen Shore
- ❖ **College Internship Program**
www.collegeinternshipprogram.com/links.html

Resources Continued...

- ❖ Flying Alarm Clocks www.myvirtualzone.com
- ❖ Time Timer www.timetimer.com
- ❖ Clocky/Clockie
- ❖ Smartpen
- ❖ E-Diaries, E-progress charts, E-reminders,
E-records at Symtrend www.symtrend.com


Michael P. McManmon, Ed.D.
Foreword by Stephen M. Shore, Ed.D

Made for Good Purpose

What Every Parent Needs to Know to Help Their Adolescent with Asperger's, High Functioning Autism or a Learning Difference Become an Independent Adult





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www.cipsummer.com

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Michael McManmon, Ed.D.
Founder

Office 413-394-5023 x11 Cell 413-281-4621
mmcmanmon@cipworldwide.org
