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Supporting Executive Functioning in the home and community

**Backpack**

- Use a backpack with multiple sections
  - Use two backpacks if teen has an A/B schedule
- Assign everything a home
- Create and label a map of the backpack
  - Copy of the map in the backpack
  - Prominently display a copy of the map in the home
  - Refer back to the map frequently
- Support weekly maintenance

**Locker**

- Subdivide locker (a.m/p.m. classes, A-B classes, etc.)
- Accessorize with a shelf, hooks, extra supplies, schedule
- Take a picture of the locker or draw and label where everything belongs
- The map provides the support the child needs to remember where everything belongs (refer to it!)
- Schedule monthly maintenance

**Transporting Papers**

- Get child involved in creating the system
- Choose between the binder and accordion file system
- Color code the system by subject
- Utilize poly-envelopes or dividers for storing homework
- Provides a visual for the child-completed task when folder is empty

**Desktop System**

- Decide on the order for the files
- Label the files (tabs in front)
- Color Code according to subject
- Hang a calendar on front

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Important to Remember

• Provide models of a well organized binder, project, etc.
• Cannot sustain the system on their own
• Require significant support
• Taper off as child begins to internalize (this could be a while!)
• Provide a lot of encouragement

Homework: The Space

• Designate a quiet area away from clutter
• Have a supply kit with all the needed materials
• Use a whiteboard to write nightly homework assignments (color coding system)
• Utilize a timer (Time Timer)
• Keep an extra set of textbooks in the homework area
• Utilize iPad app for calendar and homework organizer
• Point of Performance (reminder cards)

Homework Routine

<table>
<thead>
<tr>
<th>Parent’s Responsibility</th>
<th>Child’s Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Designate a time for homework</td>
<td>Verbalize what needs to be done before beginning</td>
</tr>
<tr>
<td>Assist with pacing</td>
<td>Estimate the time each assignment will take to complete (include breaks)</td>
</tr>
<tr>
<td>Limit time for homework</td>
<td>Verbalize what was accomplished and assess the process</td>
</tr>
<tr>
<td>Provide academic support</td>
<td>Finish H.W. with an affirmation, “I am proud of myself for...”</td>
</tr>
<tr>
<td>Provide a nutritious snack</td>
<td></td>
</tr>
<tr>
<td>Develop an incentive plan (as needed)</td>
<td></td>
</tr>
</tbody>
</table>
Time Management

- Teach time awareness by teaching the child to read an analog clock
- Use Time Timers (visual cue)
- Maintain a schedule in the home as much as possible
- Teach child to use a “to do” list (cross off as completed)
- Display a family calendar
- Work in times when the child is responsible for planning and carrying out an event

Things to Consider

- Help child to see the need to schedule time for projects, daily homework, extracurricular and down down
- Prepare for school the night before
- Set a weekly time to organize the backpack, file papers, and review the calendar for the upcoming week
- Model, practice, and review

Classroom Accommodations (IEP/504 Plan)

- Extra set of books at home
- An assigned person to review the schedule at the start of the day and support with organization
- Reduced homework
- Additional time to prepare materials before transitions
- Provide models of well organized projects, binders
- Visual cues (i.e. first this, next that)
- checklists of steps with instructions for checking off completed steps
- Point of Performance
- Keep an open communication with the teacher
- Use of a timer
- Binder or accordion system
- Frequent breaks as needed
- Modified assignments as needed
- Provide extra time at the end of the day to copy assignments into planner or provide a copy to the child
- Written schedule of daily routines
- Access to assisted technology i.e: iPad
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References


Applications

Time Timer
myHomework
Evernote
Choiceworks
SpellBoard
Dragon Dictation
Scribe
Social Skill Builder
Flashcards Delux
ShowMe
Educreations
Flashcardlet