Group at a glance

Eight weekly sessions that build on each other

Week	Session	Goal	Date planned
1	**Meet your brain's manager**	Students meet the group, build agreements and learn what executive functioning skills are and which ones they want to grow.	
2	**Getting organized**	Students clean out and set up a simple system for their backpack, folders and papers so they can find what they need.	
3	**Planner power**	Students learn to write down every assignment and due date and check their planner every day.	
4	**Time detective**	Students practice estimating how long tasks really take and plan an after school schedule.	
5	**Break it down**	Students turn a big project or assignment into small, doable steps with mini deadlines.	
6	**Getting started**	Students understand why they put off tasks and practice strategies for starting even when they do not feel like it.	
7	**Focus and distractions**	Students identify their biggest distractions and design a study space and plan that protect their focus.	
8	**Study smart and celebrate**	Students learn study strategies backed by research, build a personal skills toolkit, reflect on their growth and celebrate.	

Group members

Day, time and place

Session flow

Opener 5 min, teach 10 min, practice 15 min, wrap up 5 min.

Check in every week

Start by checking last week's take home challenge.

Praise specifically

Name what you saw: You wrote every assignment down.

Session 1: Meet your brain's manager

Lesson plan for the group leader

Goal

Students meet the group, build agreements and learn what executive functioning skills are and which ones they want to grow.

Materials

Group agreements page, pre group check, a deck of cards or a short list of jumbled steps (for the opener), markers

Opener 5 min	Out of order challenge: give pairs the steps of a simple task (making a sandwich, getting ready for school) cut up and mixed. Pairs race to put them in order, then talk about what their brain had to do.
Teach 10 min	Explain the group: a place to learn practical skills for getting organized, planning, starting work and staying focused, so school feels less stressful. Build agreements together. Teach that executive functioning skills are like the manager or air traffic controller of the brain: they help us plan, organize, start tasks, manage time, focus, remember and check our work. These skills keep developing through the teen years and into the twenties, so everyone is still learning them. Struggling with them does not mean someone is lazy or not smart; it means they have not found the right tools yet.
Practice 15 min	Students rate themselves on the eight brain manager skills on their student page, circle two strengths and star one skill they most want to grow.
Wrap up 5 min	Each student shares one strength and one skill to grow. Complete the pre group check and sign the agreements.
Take home	Notice one moment this week when your brain's manager did a great job, and one moment when it needed help.

What I noticed (skills, needs, who to praise)

Follow up or adjustments for next week

Session 1: Meet your brain's manager

Executive functioning skills help me plan, organize, start and finish

My name _____ Grade and favorite subject _____

Skill	What it means	Rate me (1 to 5)	Strength or grow
Planning	Deciding the steps and order to reach a goal		
Organization	Keeping papers, materials and ideas in order		
Time management	Knowing how long things take and using time well		
Task starting	Getting going without putting it off		
Focus	Paying attention and ignoring distractions		
Working memory	Holding information in mind while you use it		
Self control	Stopping to think before acting		
Self checking	Noticing mistakes and fixing them		

My two biggest strengths

The one skill I most want to grow

What school would look like if this skill got stronger

L&T

Lotus & Tulip

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Executive Function Group Curriculum: Plan It, Do It Small Group

Printable PDF, 25 pages: 8 sessions, each with a one page lesson plan and a matching student page, plus a family permission letter, group agreements and a pre and post skills check

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