

Executive Functioning Routine Checklist

Morning Routine – Start with Structure

Step	My Goal
● Wake up on time	Use a visual clock or alarm with gentle music
● Make bed	One small task = early success
● Brush teeth & face	Use a visual sequence (toothbrush, towel, smile)
● Get dressed	Lay out clothes the night before
● Eat breakfast	Choose between two healthy options
● Pack bag	Use your visual checklist (lunch, water, homework)
● Quick check before leaving	"Do I have everything I need?"

💡 Parent tip: Keep this list on the fridge or near the door.
Children thrive when they can see what comes next predictability builds calm.

School & Focus Skills

Skill	Practice
● Focus on one task	"Let's finish this before starting the next."
● Use transition signals	Try a 5-minute timer or song to move between tasks
● Stay calm with change	Practice deep breaths or squeezing a stress ball
● Organise workspace	Clear desk = clear mind
● Ask for help when needed	"I can try, and I can ask."

💬 Therapist note: This section builds self-monitoring — one of the most powerful executive skills for school success.

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Afternoon / After-School Routine

Step	My Goal
● Snack and rest time	Recharge before homework
● Homework check	Start with the easiest task first
● Pack next day's bag	Build independence for mornings
● Tidy play area	Use a "clean-up song" for fun
● Plan tomorrow's clothes	Reduces decision fatigue
● Reflect on the day	"What went well? What can we try tomorrow?"

👤 Parent tip: Use this time to model calm — children borrow our regulation before they build their own.

Evening & Self-Regulation

Step	My Goal
● Screen-free time	30 min before bedtime
● Bath / hygiene routine	Consistent order every night
● Story or quiet activity	Build winding-down rituals
● Gratitude moment	"Name one good thing about today."
● Lights out	Predictable sleep = calmer mornings

💬 Therapist insight: Regular routines lower anxiety and help children develop internal time awareness — a key executive function.

Optional Parent Reflection

✖ What worked well this week?

💬 When did my child show independence?

🌈 What can we adjust next week?