

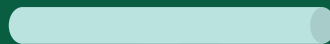
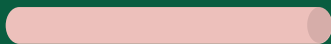


10 TOP TIPS FOR

EXECUTIVE
FUNCTION
TUTORING



GENNY
of all TRADES



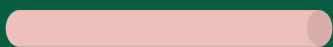
Fundamental skills related to executive function include proficiency in adaptable thinking, planning, self-monitoring, self-control, working memory, time management, and organization. These tutor tips are a great way to start nurturing these functions in your students.

1. Speak to the parent(s).
2. Set up your session.
3. Recap initial call.
4. Design preliminary goals and objectives.
5. Prepare your tutor materials.
6. Confirm a device.
7. Build rapport.
8. Determine device proficiency.
9. Build a "To-Do List".
10. Communicate next steps.

1

Speak to the parent(s).

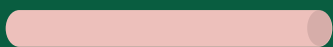
Speak to the parent(s) about what is going on with their child, what they have tried (with and without technology), and what still is not working.



2

Set up your session.

Set up a mutually agreed upon date, time, and location to begin Executive Function tutoring. [Hint: know what you will charge per hour!]



3

Recap initial call.

Send the parents a written recap of your initial phone call, what day/time tutoring will begin, what the focus of sessions will be, and how it will be intentionally created for positive outcomes.

4

Design preliminary goals and objectives.

For the tutor's eyes only:
design preliminary goals and objectives based on the initial phone call with the parent. This is likely going to evolve and change as sessions go on and kids meet their goals.



5

Prepare your tutor materials.

Before the first session,
prepare your tutor materials:
2-pocket folder, tutoring log,
student interview, and
Executive Function Profile
(EFP) Survey.

6

Confirm materials.

Before the session, confirm with the parents that their child has a device to work on during tutoring sessions [and it is charged!]

7

Build rapport.

At the session, engage with the student appropriately to build rapport, learn about their likes/dislikes, and also discover which areas of Executive Function they believe are most challenging (based on conversation and the responses from the EFP Survey).

8

Determine device proficiency.

Together, explore the child's device (ipad or laptop) and determine their level of proficiency using Google Suite, especially Calendar, Drive, Keep, and Email.

9

Build a "To-Do List".

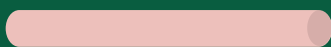
Based on the initial meeting, together build a customized "To Do List" in Google Keep.

This can be found in the right side margin when in Google Calendar) using the student's Top 3 most challenging needs currently.

10

Communicate next steps.

Communicate what the student needs to do in order to achieve their personalized goal for just the next few days and until the next session.



Pro Tip 1: During the session, jot notes down in the Tutoring Log to keep an accurate record of what occurred and what was reviewed. As soon as possible after the session, reflect on how it went and plan appropriately for the next session.

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