

# Difficulties with executive functioning (thinking and planning)


## Information for you

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## What effects thinking and planning?

Executive functioning is what we use to plan, organise, adapt, direct, weigh up decisions, and prioritise. It is a very complicated process.

## Our thinking and planning can be effected by:

- a noisy environment
- brain changes
- worry
- stress
- low mood
- medication
- physical health
- the quality of our sleep
- energy levels



## Problems with thinking and planning:

- difficulty making plans
- difficulties being flexible if plans need to change
- unable to complete tasks on time
- losing track of time

- difficulties evaluating performance on tasks
- difficulties using previous knowledge to make decisions

## **How to improve thinking and planning.**

### **1. Stay organised**

- it is okay to rely on tools such as alarms, diaries, reminders
- ask for written instructions
- keep a notebook and pen handy

### **2. Manage your time and space**

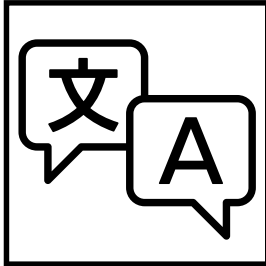
- use to do lists and check lists to help you prioritise and prepare
- break tasks down into smaller steps
- keep spaces tidy and clutter free
- reduce distractions

### **3. Look after yourself**

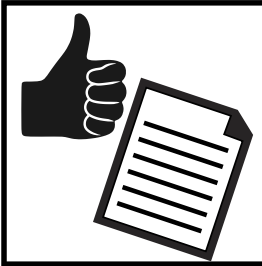
- don't stress as stress can make things work. Take your time to breathe
- let others help
- notice and acknowledge how you feel



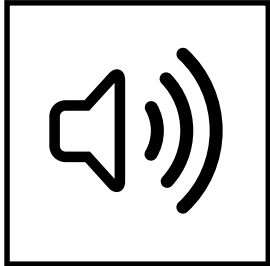
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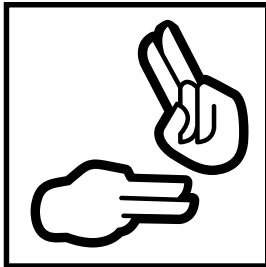
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Easy to read



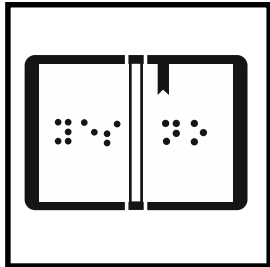
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