



K A R E N K A P L A N
C O N S U L T I N G

Executive Functioning Part III

Making My Projects Actually Happen

Those who have challenges in executive functioning will need to practice planning, organizing and obtaining and managing resources to complete projects. They have to if they want to plan a vacation, secure a job, go on a date, buy a car, secure living spaces, write a book or complete a school project or organize the kitchen. See, all the goals they want to achieve are really, just projects. Projects are just a bunch of steps or smaller activities within the goal.

So first: Establish an outcome for the day, week, month, year or even your life. Like a mission statement. I want to have a happy day. I want my week to be safe and happy. I want this month to bring me a job of my interest. I want to lead a happy and meaningful life.

Next: Set a goal or some goals you want that enables you to achieve your daily, weekly, monthly or life outcome.

Then: Set up a list of actions to reach your goal. These are small projects or tasks to reach a goal.

Finally: These are the detailed actions towards the list of actions.

Then there is an acronym that teachers and business leaders use and that is **SMART**. It stands for setting **SPECIFIC, MEASURABLE, ACTIONALBE, REALISTIC AND TIME-BOUND GOALS**.

- 1) So, write a mission statement.
 - a) **Afford to live in an apartment, on my, four months from today.**
 - b) **Organize my clothes closet by the end of the week, throwing out torn and ripped clothing and items that don't fit anymore**
 - c) **Clear out and clean the refrigerator tonight and throw out spoiled food and drinks or outdated items.**
 - d) Are these goals specific, measurable, actionable, realistic and Time-bound?
- 2) Now objective time for one of the mission statements (Organize the closet)
 - a) **Remove dirty clothing and wash, dry and put back.**
 - b) **Throw out ripped and too small or large clothing.**
 - c) **Throw out shoes that don't fit.**
 - d) **Throw out clothing I no longer like.**
 - e) **Vacuum the floor of the closet**
 - f) **Open boxes and throw out unwanted items put back on top shelf, label.**

- 3) Now write out the tasks to meet that goal (Closet cleaned)
- Find two or three plastic bags to put throw-out or give-away clothing and shoes in and bring them to the closet. Have one plastic bag for documents you want to throw out.
 - Bring vacuum or mop into your room to clean the closet floor.
 - Bring rag and wet cloth to wipe off closet shelves if dirty.
 - Try on shoes to see if they fit. Try on clothing to see if they fit.
 - Find a box for dirty clothing and put all dirty clothing in box or hamper and when finished take them to laundry mat or where clothes washer and dryer are located and wash, dry and fold.
 - Look at each clothing item to see if they have holes and put in plastic bags to be given away or thrown out.
 - Open each box in closet. Decide what you want to throw out. Put throw out stuff in plastic bag and throw in trash.
 - Now put shirts with shirts and pants with pants or dresses with dresses and jackets with jackets in the closet.

Make sure you pick goals that are important to you. Write down why you want to do these specific goals. Write a note to yourself, saying I can do it. Write down, I am ready.



