



Santa Clara University • Office of Accessible Education

Introduction to

1

Executive Functioning



Three Core Components

1

Working Memory

The mental workspace used to temporarily hold, update, and manipulate information for complex tasks.

2

Cognitive Flexibility

The ability to adapt to change originating from within or from the environment.

3

Inhibition Control

How well you can manage your emotions and triggers as well as your focus.



Working Memory

1

Note Taking During
Class

2

Reading Flow and
Speed

3

Reading
Comprehension

4

Time Management



Cognitive Flexibility

1

Planning

Identifying future-oriented tasks, setting goals, creating needed steps, and then budgeting time to complete them.

2

Self Monitoring

Observing and evaluating behavior, thoughts, and performance while working on task to assess what worked and what didn't.

3

Organization

Understanding time and how to use it efficiently by meeting deadlines for assignments and projects.

4

Initiating

Starting a task efficiently without excessive procrastination.

5

Flexible Thinking

Thinking about academic material new ways, adapting to changes in knowledge, and considering multiple solutions to problems.



Inhibition Control

Includes the Following

1

Impulse Control

Resisting the urge to perform an action that is known not beneficial for goals set (i.e., watching a full movie before starting a project).

2

Emotional Regulation

To identify and regulate emotions during pressure. For example, during exams what tools are used to manage stress and anxiety to improve performance during high stake situation.