

Supporting Executive Function

at Home and Work



Introductions

- AT Act Programs
 - Family out of state? Find their state program at at3center.net/state-at-programs
- Caitlin McKenney, MS, ATP
 - caitlin.mckenney@temple.edu



Objectives

- Describe three skills related to executive function.
- Compare the features of built-in calendar tools to third-party apps.
- Identify two ways to incorporate environmental cues into your routines.



Executive Function

The management system of our brain!

- Self control
 - Regulating emotions and attention
 - Keeping track of what you're doing
- Organization
 - Following multi-step directions
 - Prioritizing information
- Flexible thinking
 - Transitioning from one activity to another
 - Considering multiple perspectives to make a decision



Photo by [Disabled And Here](#)



Executive Function Strategies



Photo by [Disabled And Here](#)

We support these skills by:

- Building routines
- Breaking tasks into smaller chunks
- Creating visual reminders



What tools do you use?

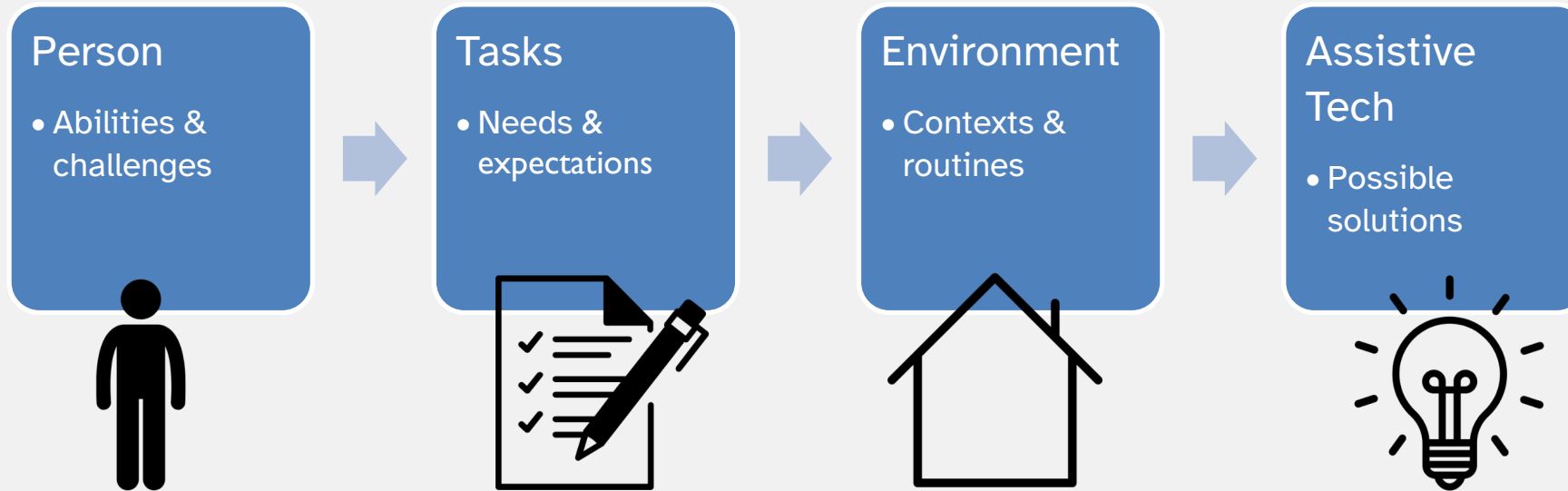


Photo by [Disabled And Here](#)

- Post-it notes
- Wall calendars
- Timers and maps on your smartphone
- Reminders from a voice assistant hub
- Integrated calendar features from your email provider



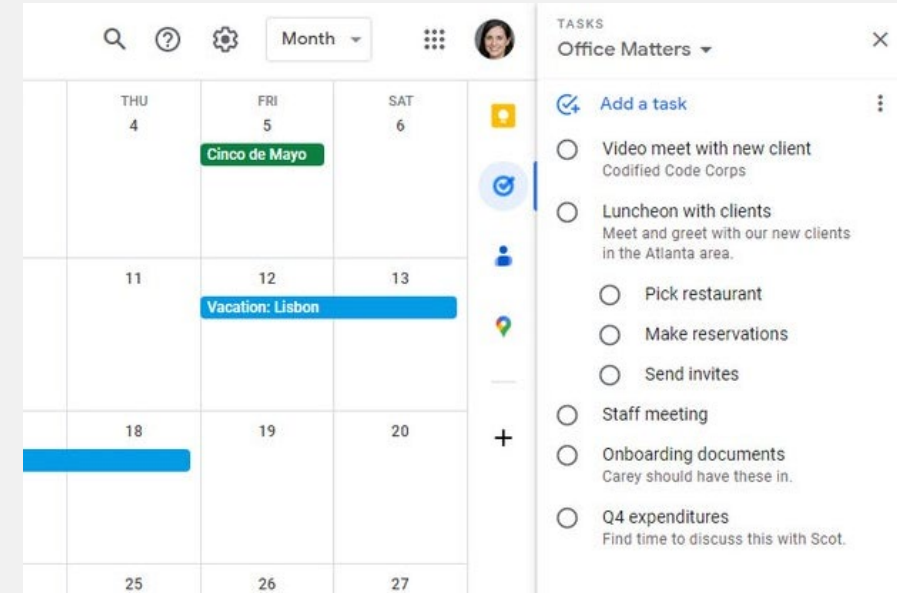
Finding a Solution



Built-in Tools

Do you want to:

- Collaborate with other people in your school or workplace
- Toggle multiple calendars in or out of view
- Manage your to-do list in the same software that you use for emails or file storage



Google Tasks

The features of Microsoft Outlook or Google workspace might be a good fit for you!

Example: Microsoft To Do

The screenshot displays the Microsoft To Do application interface. At the top, a dark red header bar contains the Temple University logo, the word "Outlook", and a search bar labeled "Search To Do". Below the header, a left sidebar lists various task categories: "My Day", "Important", "Planned" (highlighted with a blue bar and showing a count of 9), "Assigned to me" (1), "Flagged email" (19), and "Tasks" (9). At the bottom of the sidebar is a "New list" button. The main content area on the right is titled "Planned" and includes view toggles for "Grid" and "List" (which is selected). Below these is a button to "Add a task". The task list is organized by date, with sections for "Earlier 4", "Sat, Apr 19 to Wed, Apr 23 2", and "Later 3". Two tasks are visible in the "Sat, Apr 19 to Wed, Apr 23" section: "ATLL: generate return reminders for onsite loans" and "Eprep: submit 2-week update for ODP report to Stacey", both with due dates of Tuesday, April 22.

Temple University Outlook Search To Do

My Day Important Planned 9 Assigned to me 1 Flagged email 19 Tasks 9 New list

Planned Grid List

+ Add a task

> Earlier 4

✓ Sat, Apr 19 to Wed, Apr 23 2

○ ATLL: generate return reminders for onsite loans
Tasks • Due Tue, April 22 ↻

○ Eprep: submit 2-week update for ODP report to Stacey
Tasks • Due Tue, April 22 ↻

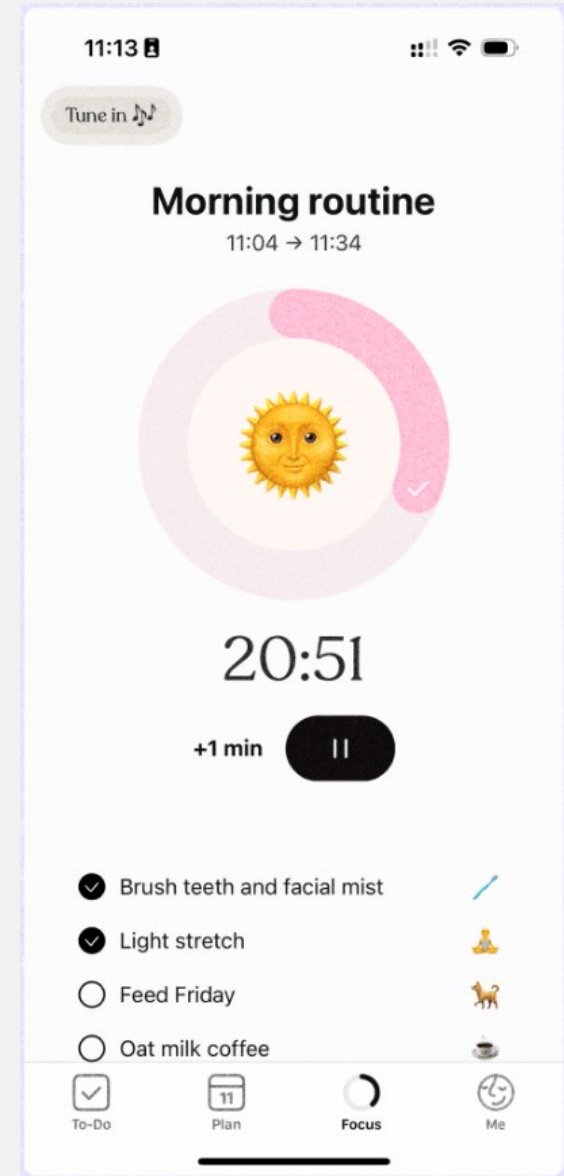
✓ Later 3

Visual Planning Apps

Do you want to:

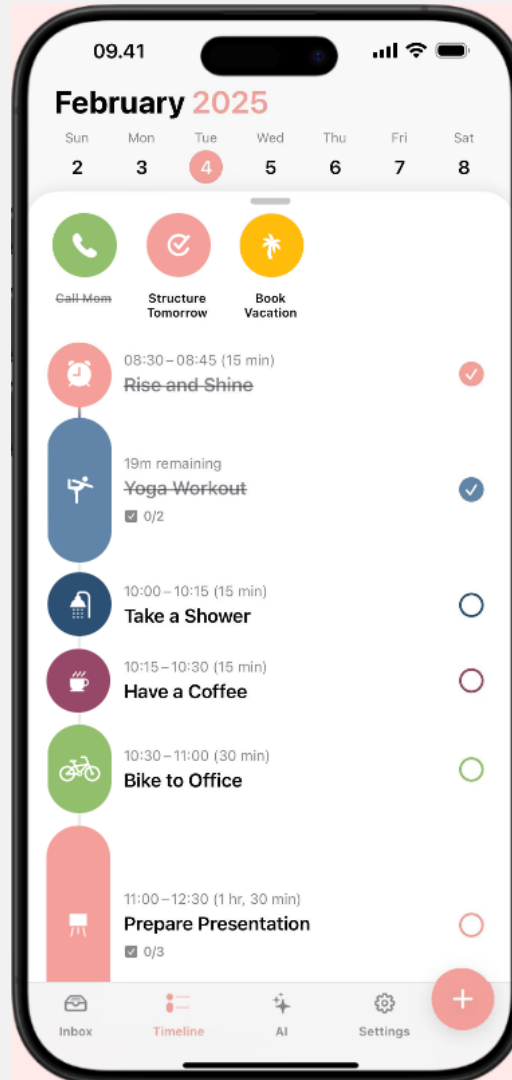
- See how long an activity will take
- Break tasks into steps with AI
- Use icons, color coding, and other visual cues to increase engagement

A visual planner app like [Tiimo](#), [Thruday](#), or [Structured](#) might be a good fit for you!



Tiimo app

Example: Structured Daily Planner



More Visual Planners

Do you want to:

- Add narration or video modeling to your schedule

An app like [Choiceworks Calendar](#) or [Visual Schedule Planner](#) might be a good fit.



Visual Schedule Planner
app from Good Karma Applications

Automations & Environmental Cues

If

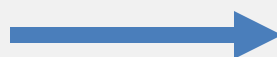
Then

The time is 4:00 pm -



Change the lights to blue.

My phone connects to the
home wifi network -



Turn on my decompression playlist.

I tap this NFC tag -



Show a cooking tutorial.

Interested in exploring related features?
Search for “shortcut automations on [your device name]”



Example: Evening Routine

Trigger: When I am done with dinner, I go to my room and tap the card on the nightstand.

Actions:

- 1) A checklist of personal care tasks is displayed on my phone.
- 2) A timed lighting sequence is activated, where my room lights will change every five minutes until my getting ready time is over and the lights turn off.
- 3) Meanwhile, voice assistant tells me the weather forecast so I can pick out clothes for tomorrow.

How do NFC tags work?

An NFC (Near Field Communication) Tag is a set of directions for your phone.



Tap an NFC tag to:

- Add a specific line to your notes app
 - Make a timestamped entry on a medication or hydration log
 - Put cat litter on the grocery list
- Activate a predetermined timer
 - Set a timer for the laundry
- Call a designated contact or send a prewritten message
 - Text mom to tell her you have arrived home safe

The sky is the limit!



No wifi? No problem.

Auditory labelling pens

- Short text recorded to stickers with talking label makers (eg PenFriend, Reizen Talking Label Wand)
- Long text recorded to note pages with smart pens (eg Neo, Livescribe)

Programmable reminder devices

- Explore devices made for older adults (Day Range, Reminder Rosie)



Example: Audio Tags at Breakfast

Mary's kitchen has bright yellow textured stickers that she can tap with her handheld label wand.

- A sticker on the oatmeal container instructs her how much water to add and how long to put it in the microwave for.
- She taps the sticker on the refrigerator to hear a morning affirmation while she waits.
- When she is done eating, she does the dishes. A sticker on the dishwasher reminds her where the detergent is stored and what setting to turn the knob to.

No smartphone needed!



Identifying Opportunities

What tasks do other people organize for you?

Is there something that a support person currently coaches you through, that you would like to be more independent in?

Or - what tasks are slipping through the cracks and not getting done at all?



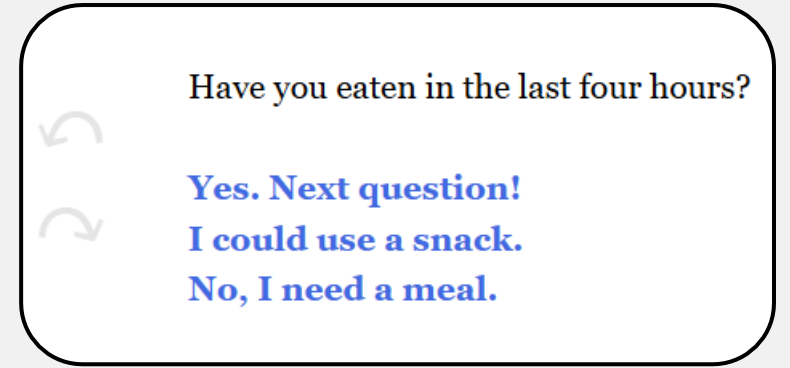
Photography by [Disability:IN](#) used under [Creative Commons Attribution](#)

Example: Problem Solving Habits

An interactive flow chart helps me identify what action is needed for self-regulation.

Barrier: I forget to use the chart!

AT solution: make a visual reminder and attach a QR code to take me immediately to the right screen on my phone.

A screenshot of a mobile application interface for a self-care guide. It features a white rounded rectangle on a light gray background. Inside the rectangle, the text 'Have you eaten in the last four hours?' is at the top. Below it, there are two curved arrows pointing to the left, followed by the text 'Yes. Next question!', 'I could use a snack.', and 'No, I need a meal.' in blue.

Have you eaten in the last four hours?

Yes. Next question!
I could use a snack.
No, I need a meal.

Interactive Self Care Guide by [Jace Harr](#)



How can TechOWL help?

Learn and try

- Demonstrations
- Lending library
- Presentations & training

Get devices

- Reused equipment
- Free special phones
- CreATe together
- Del Sordo grant & funding advice



TechOWL Lending Library

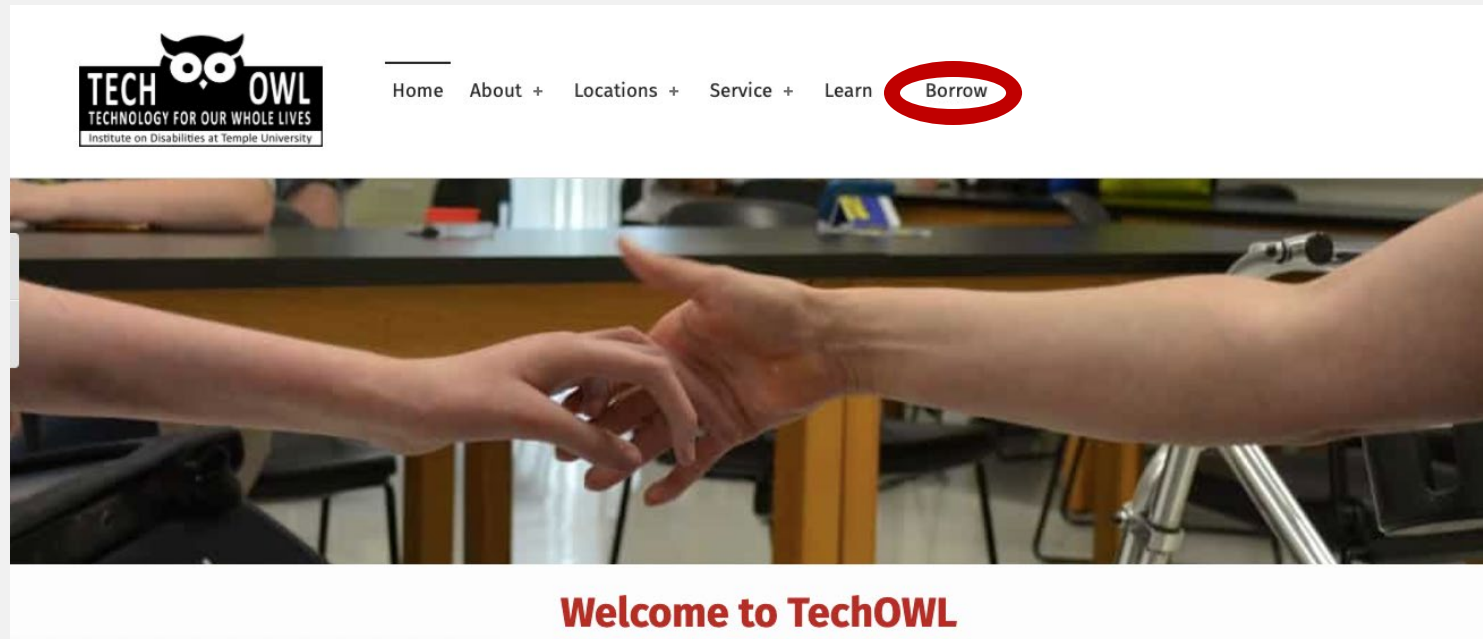
Sign up at techowlpa.org/library

Completely free!

Devices shipped to your home to try for 5+ weeks

Extensions can be granted if there is not a waitlist

Staff are available for support setting up, troubleshooting, or learning how to use the device



Reminder Devices



Reminder Rosie



SafeWave



Echo Show

Sensory Regulation Tools



Cooling or
Compression Vests



Fidget Sets



Noise Cancelling
Headphones



Inflated Balance
Cushion

Reading and Notetaking Tools



Scanning Stands



Digital Recorders



Adapted Grips

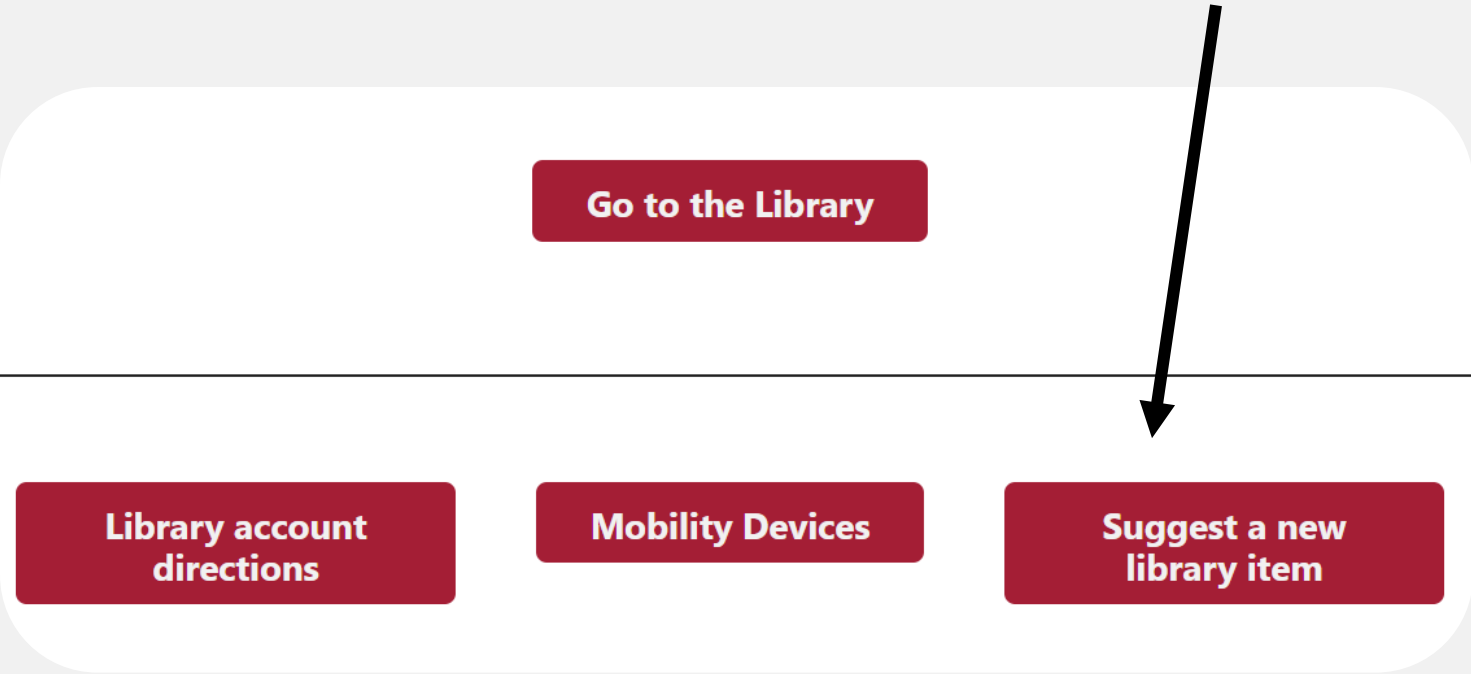


Smart Pens



OCR Devices

Suggest a New Library Item!



Plaud Note



Skylight Calendar

Contact Information

TechOWL Admin Office

Phone: 800-204-7428

Email: TechOWL@temple.edu

Web chat: techowlpa.org

TechOWL Community Space

1392 Cecil B Moore Avenue

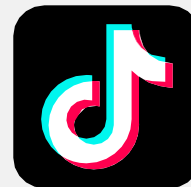
- Monday / Wednesday 10am-2pm
- Tuesday / Thursday 1pm-5pm
- Other hours by appointment



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Questions

Thank you for joining!



Please complete this survey

bit.ly/TechOWLsurvey

Presenter: Caitlin

Topic: Tech Accelerator

