

Executive Functioning Deficits

The set of cognitive abilities that include the ability to *plan, organize and strategize, pay attention to and remember details, form concepts and think abstractly*. These difficulties can include *monitoring and changing behavior, anticipating outcomes and adapting to changing situations*

Accommodation Ideas ** <https://www.dol.gov> › [Job Accommodation Network \(JAN\) - United States Department of Labor](#)

<https://www.dol.gov> › [ODEP](#) › [ODEP Research and Technical Assistance Resources](#)

Time Management:

- *Divide large assignments into several small tasks or chunks*
- *Plan and structure times of transition and shifts in activities*
- *Supply an electronic or handheld organizer and train on how to use it effectively*
- *Use a wall calendar to emphasize due dates*
- *Automate paperwork by creating electronic files when possible*

Memory:

- *Provide written instructions and checklists*
- *Allow use of a recorder*
- *Provide verbal or pictorial cues*
- *Use notebooks, planners, or sticky notes to record information*

Concentration:

- *To reduce auditory distractions:*
 - *Provide a noise canceling headset*
 - *Provide a white noise machine*
 - *Relocate employee's office space away from audible distractions*
- *To reduce visual distractions:*
 - *Install space enclosures (cubicle walls)*
 - *Reduce clutter in the employee's work environment*
 - *Relocate employee's office space away from visual distractions*

Organization and Prioritization:

- *Use weekly chart to identify daily work activities*
- *Use electronic organizers, mobile devices, and e-mail reminders*
- *Provide a "cheat sheet" of high-priority activities, projects, people, etc.*
- *Organize work space to reduce clutter*
- *Take time at the end of each day to organize and set up for the next day*

Social Skills:

- *Identify areas of improvement for employee in a fair and consistent manner*
- *Use training videos to demonstrate appropriate behavior in workplace*
- *Provide sensitivity training (disability awareness) to all employees*