



Top 10 Executive Functioning Hacks

SIMPLE STRATEGIES TO IMPROVE
FOCUS, ORGANIZATION, AND
PRODUCTIVITY



Introduction

Executive functioning skills help us plan, prioritize, manage time, focus, and regulate emotions. When these skills are strong, daily life runs smoothly. When they are weak, tasks pile up, deadlines are missed, and frustration builds.

This guide provides 10 powerful executive functioning hacks that you can apply immediately to improve organization, boost productivity, and reduce overwhelm.

The 2-Minute Rule

(OVERCOMING PROCRASTINATION)



What It Is

Parents often juggle multiple responsibilities, schedules, and decision-making. Coaching helps them implement routines and manage daily tasks efficiently.



Why It Works

Small tasks that pile up create mental clutter and stress. Completing them instantly builds momentum.



How to Apply It

- ✓ Reply to quick emails or messages right away
- ✓ Put dishes directly in the dishwasher instead of letting them sit
- ✓ File away papers or sort mail immediately



Time Blocking

(STRUCTURING YOUR DAY FOR SUCCESS)



What It Is

Assign specific time blocks in your day for different types of work (deep work, emails, breaks, meetings).



Why It Works

It prevents task switching, improves focus, and ensures important tasks get completed.



How to Apply It

- ✓ Set 90-minute focus blocks for deep work
- ✓ Group similar tasks together (answer emails in one block)
- ✓ Schedule breaks to reset your mind

The Brain Dump

(CLEARING MENTAL CLUTTER)



What It Is

Write everything on your mind onto paper or a notes app to get thoughts out of your head.



Why It Works

Reduces overwhelm by externalizing thoughts instead of juggling them in your brain.



How to Apply It

- ✓ Spend 5 minutes each morning listing all your tasks and worries
- ✓ Group tasks into "Do Now" "Do Later" and "Delegate"
- ✓ Use a planner or task app to organize your list



The Pomodoro Technique

(FOCUSING WITH TIMED SPRINTS)



What It Is

Work for 25 minutes, then take a 5-minute break. Repeat this cycle 4 times, then take a longer break.



Why It Works

Short bursts of work prevent burnout and make tasks feel more manageable.



How to Apply It

- ✓ Set a timer for 25 minutes and focus only on one task
- ✓ Take a 5-minute movement break before starting the next session
- ✓ Use a Pomodoro timer app to track progress



The Eisenhower Matrix

(PRIORITIZING TASKS EFFECTIVELY)



What It Is

A decision-making tool that helps sort tasks by urgency and importance.



Why It Works

Prevents wasting time on low-priority tasks while keeping important goals on track.



How to Apply It

- ✓ Urgent & Important: Do it now
- ✓ Important but Not Urgent: Schedule it
- ✓ Urgent but Not Important: Delegate it
- ✓ Neither Urgent nor Important: Eliminate it

Externalize Your Memory

(USING VISUAL & DIGITAL
REMINDERS)



What It Is

Offload mental tasks onto planners, apps, sticky notes, or voice memos so you don't rely on memory alone.



Why It Works

Our brains can only hold so much information at once. External tools prevent forgetfulness.



How to Apply It

- ✓ Use a calendar for all deadlines and appointments
- ✓ Set reminders and alarms for important tasks
- ✓ Create a visual task board (whiteboard, Trello, or Notion)

The 5-Minute Rule

(BEATING TASK AVOIDANCE)



What It Is

If you feel resistance toward starting a task, commit to doing it for just 5 minutes.



Why It Works

Getting started is the hardest part. Once you begin, you're more likely to continue.



How to Apply It

- ✓ Start writing one sentence of a report
- ✓ Open the document and read the first section
- ✓ Organize one small part of a messy space



The Daily Reset

(PREVENTING CLUTTER & MENTAL OVERLOAD)



What It Is

Take 10 minutes at the end of each day to reset your space and plan for tomorrow.



Why It Works

Prevents morning stress, improves organization, and provides a sense of control.



How to Apply It

- ✓ Clear your workspace before bed
- ✓ Review your schedule and priorities for the next day
- ✓ Tidy up any small messes to start fresh



The One-Tab Rule

(REDUCING DIGITAL DISTRACTIONS)



What It Is

Keep only one browser tab or app open at a time to reduce distractions.



Why It Works

Multitasking lowers efficiency. This rule keeps you focused on one task at a time.



How to Apply It

- ✓ Close all unnecessary tabs before starting work
- ✓ Use website blockers (Freedom, Cold Turkey) to avoid distractions
- ✓ Keep your phone on "Do Not Disturb" mode during deep work



Body Doubling

(USING ACCOUNTABILITY FOR FOCUS)



What It Is

Work alongside another person (virtually or in person) to stay motivated and on task.



Why It Works

Having someone present reduces distractions and increases commitment.



How to Apply It

- ✓ Schedule virtual work sessions with a friend
- ✓ Join an accountability group for focus support
- ✓ Use co-working spaces or focus apps with built-in accountability

Which Hack Will You Try First?

Executive functioning skills improve with small, consistent changes. Choose one or two hacks from this list to implement today and build from there.

Need Help Applying These Hacks?

Improving executive functioning takes time, but you don't have to do it alone. If you struggle with procrastination, time management, or focus, coaching can provide personalized strategies and accountability to help you see results faster.

Book a Free Executive Function Coaching Session

Let's create a custom plan based on your specific challenges.

[SCHEDULE YOUR FREE CALL HERE](#)

- Identify your biggest executive functioning struggles
- Get actionable strategies you can use immediately
- Learn how coaching can provide the structure and support you need

Final Thoughts

Executive functioning skills aren't about intelligence—they're about having the right tools and strategies. With practice and support, you can improve your organization, focus, and productivity over time. Start small, stay consistent, and celebrate progress!