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# Intro to Executive Skills

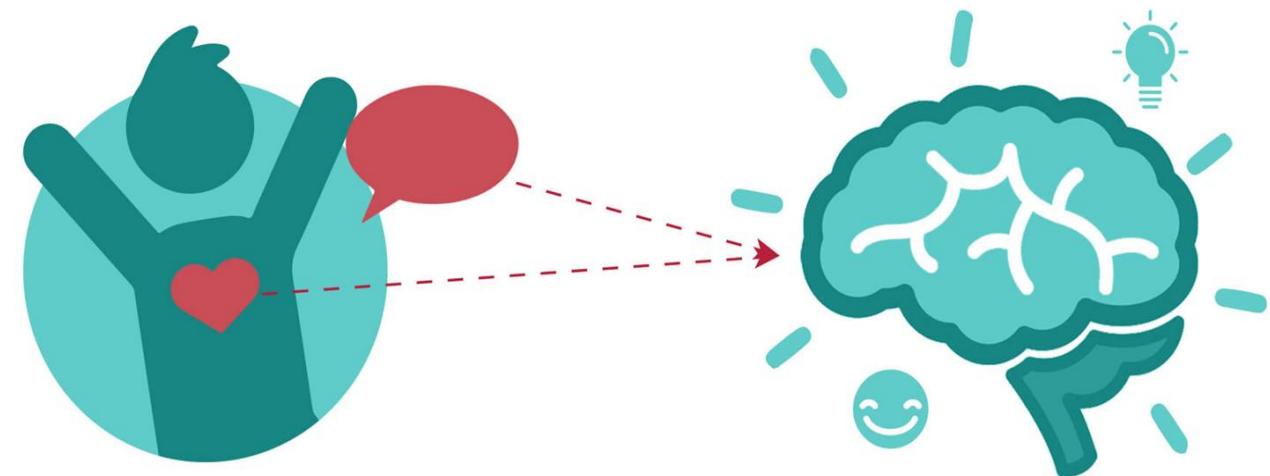
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- **My name is...**
- **My ESE is...**
- **One hobby outside of work...**



# Workshop Goals

1. Learn what Executive Skills are and why they matter.
2. Reflect on the impact of Executive Skills on your work and goals.
3. Begin to consider how ES could apply to your role, ESE environment, and work relationships.



# Agenda

Set the Context

Executive Skills Definitions

How Executive Skills Develop

Environmental Modifications

Wrap Up



# NEW MOMS

**STRONG FAMILIES. BRIGHT FUTURES.**

We believe in **the strength, skills, and potential of young families.**

**Their goals** are at the center of our work together.



# bright endeavors

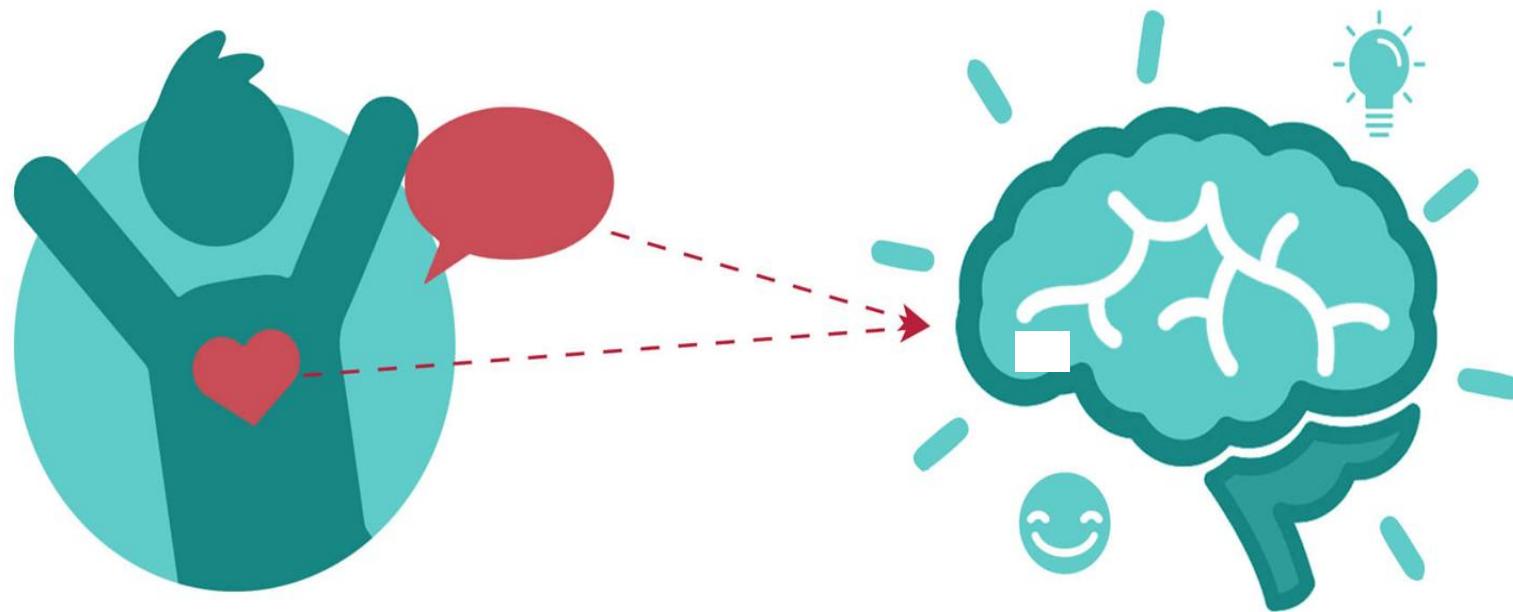
A SOCIAL ENTERPRISE OF NEW MOMS



LIGHT THE WAY



# High-Quality Connection (HQC)



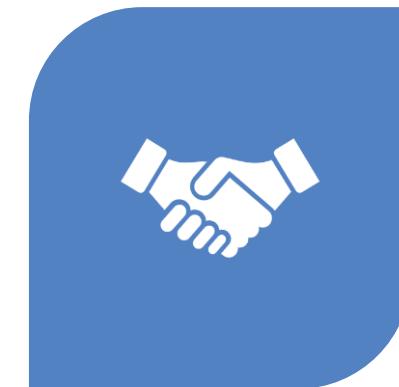
# 3 Defining Features of HQC



VITALITY



POSITIVE REGARD



MUTUALITY





Mattering is a  
combination of  
Feeling Valued  
and Adding  
Value



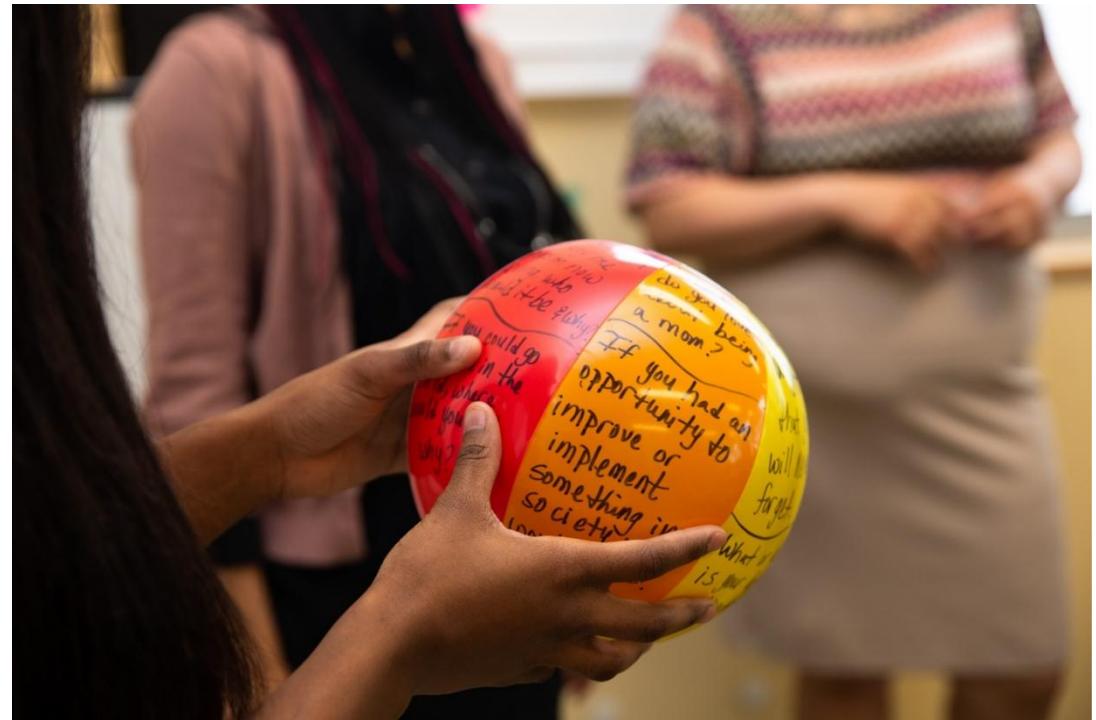
# The Goal is Goal Achievement



# Step 1: Set Your Goal

What goal do you want to achieve in the next 90 days?

# Why is it important to you?





## What are Executive Skills?

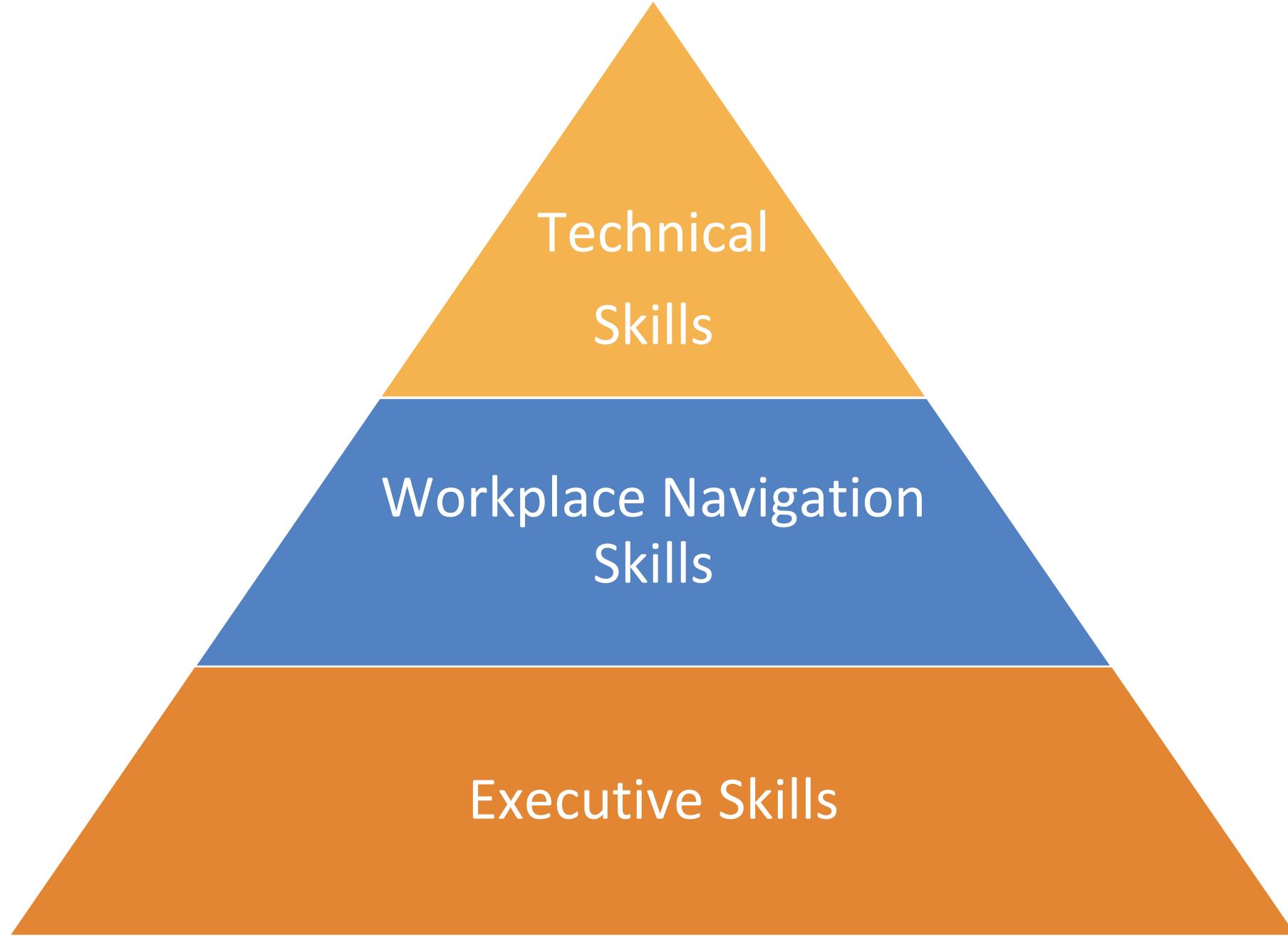


## How do Executive Skills develop?



## Why do Executive Skills matter?





## How We Organize

- Organization
- Time Management
- Planning/Prioritization

## How We React

- Response Inhibition
- Flexibility
- Emotional Control
- Stress Tolerance
- Metacognition

## How We Get Things Done

- Task Initiation
- Sustained Attention
- Goal-directed Persistence
- Working Memory



# Step 2: Executive Skills Profile

## How We Organize

- Organization
- Time Management
- Planning/Prioritization

## How We React

- Response Inhibition
- Flexibility
- Emotional Control
- Stress Tolerance
- Metacognition

## How We Get Things Done

- Task Initiation
- Sustained Attention
- Goal-directed Persistence
- Working Memory

What are your top 2 ES strengths?

What are your 2 biggest ES struggles?



# How We Organize

- **Organization:** Knowing where I put things.
- **Time Management:** Know about how long a task will take and what the deadline is.
- **Planning/ Prioritization:** Deciding what steps to take.

# How We React

- **Response Inhibition:** Seeing the consequence before I say or do something.
- **Flexibility:** Going with the flow, accepting change.
- **Emotional Control:** Keeping my cool when frustrated.
- **Stress Tolerance:** Managing my stress.
- **Metacognition:** Stepping back and evaluating how I'm doing.

# How We Get Things Done

- **Task Initiation:** Getting started without a delay.
- **Sustained Attention:** Paying attention, even when I don't feel like it.
- **Goal-Directed Persistence:** Sticking with my goal.
- **Working Memory:** Remembering what I did and what I need to do.

# Executive Skills → Behaviors



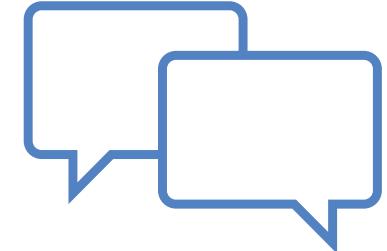
Our Executive Skills are **normal** in the context of our life experiences, institutional barriers we might face, and resources we have.



Strengthening skills and mitigating unhelpful behaviors means we can tackle more and more complex tasks and goals.



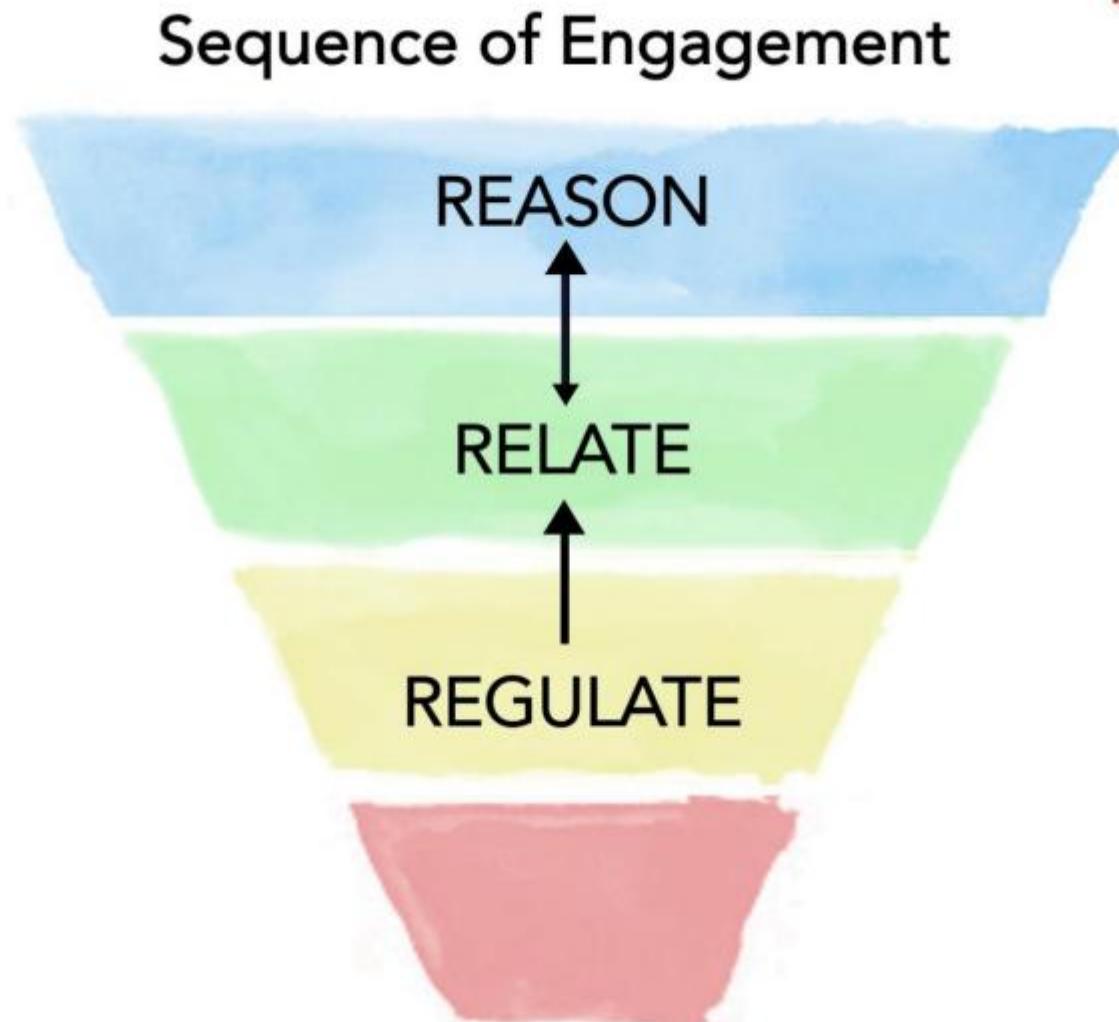
# Breakout Room Discussion



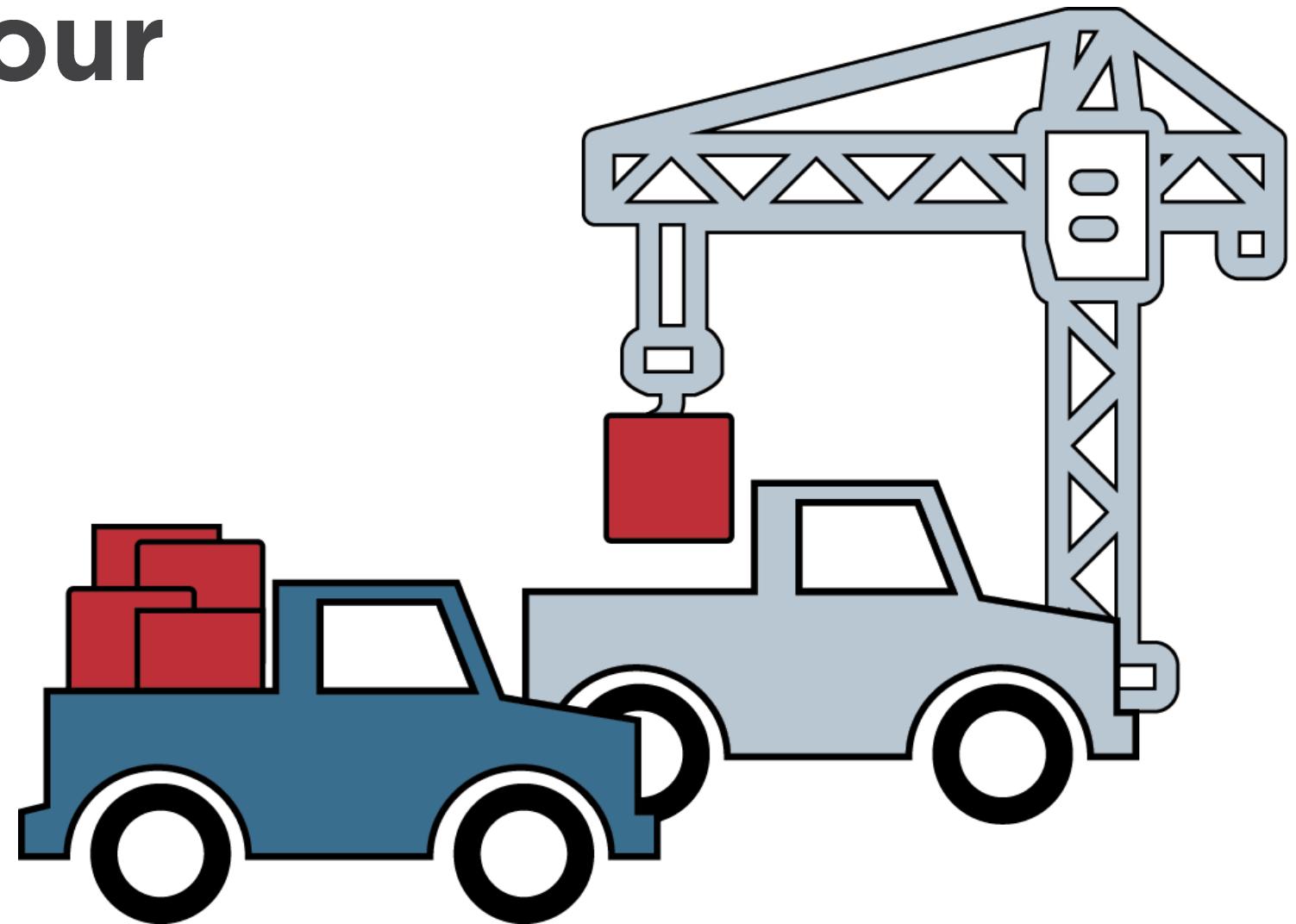
1. Share your top 2/bottom 2 ES.
2. How do you think your ES strengths & struggles show up as behaviors at work?
3. How do you think your ES will help or hinder your progression to your goal?



**Stress  
makes it  
harder to  
use our  
Executive  
Skills**



# Unloading our Trucks



## Environmental Modifications

**Reduce stress and friction points by modifying:**

- Policies and procedures
- Written materials/documents
- Physical environment
- Technology
- Tasks themselves

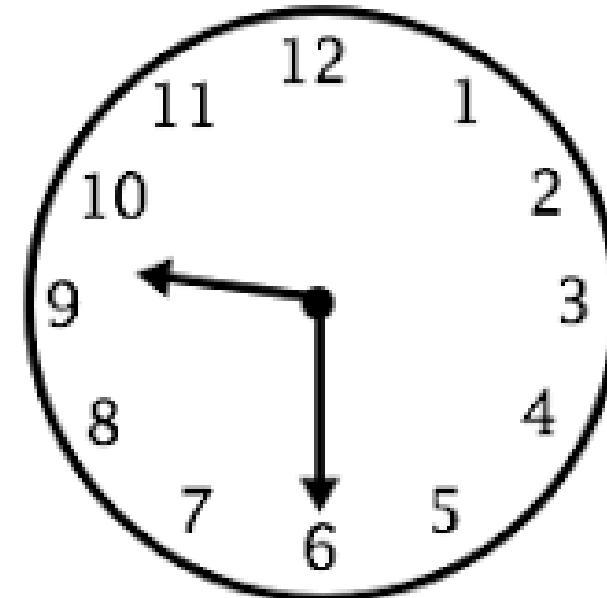
**...to decrease barriers to goal progression!**



# The Environment Influences Our Behavior



# Environmental Design for Good



# Executive Skills-based “Environmental Modifications”

## How We Organize

### Organization

Establish & label a set place for an item

### Time Management

Ask a coworker to help you estimate a reasonable amount of time for the task

### Planning/Prioritization

Use a backwards-mapping template

# Executive Skills-based “Environmental Modifications”

## How We React

<b>Response Inhibition</b>	5-second rule
<b>Flexibility</b>	Create an if...then plan upfront
<b>Emotional Control</b>	Eliminate the activation
<b>Stress Tolerance</b>	Repeat a mantra or prayer
<b>Metacognition</b>	Create a set routine for self-reflection (ie, Sunday journaling)

# Executive Skills-based “Environmental Modifications”

How  
We Get  
Things  
Done

**Task Initiation**

Temptation Bundle

**Sustained Attention**

Set timer for 25 minutes  
on/5 mins off

**Goal-Directed  
Persistence**

Tell someone else your  
deadline

**Working Memory**

Set automatic reminders

## Step 3: Environmental Modifications

Identify 1-2 modifications from the list that you could use to reduce barriers to your goal

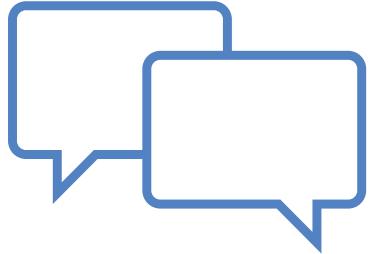
- ✓ physical environment
- ✓ process
- ✓ people around you
- ✓ tools or technology
- ✓ the task itself



# Put it all together







# Wrap Up

Share in the chat:

What one new concept resonated most with you and why?



# Bibliography/Additional Resources

- Positive Organizational Scholarship/High Quality Connections:  
<https://positiveorgs.bus.umich.edu/an-introduction/>
- Ascend at Aspen Institute: <https://ascend.aspeninstitute.org/>
- EFWorks Library: <https://www.efworkslibrary.org/>
- EmPath: <https://empathways.org/research-policy>
- Harvard Center on the Developing Child:  
<https://developingchild.harvard.edu/>
- UCLA Center on Adolescent Development:  
<https://developingadolescent.semel.ucla.edu/>





Thank  
you