



CONSULTING TO STRENGTHEN HUMAN SERVICES

Intro to Executive Skills

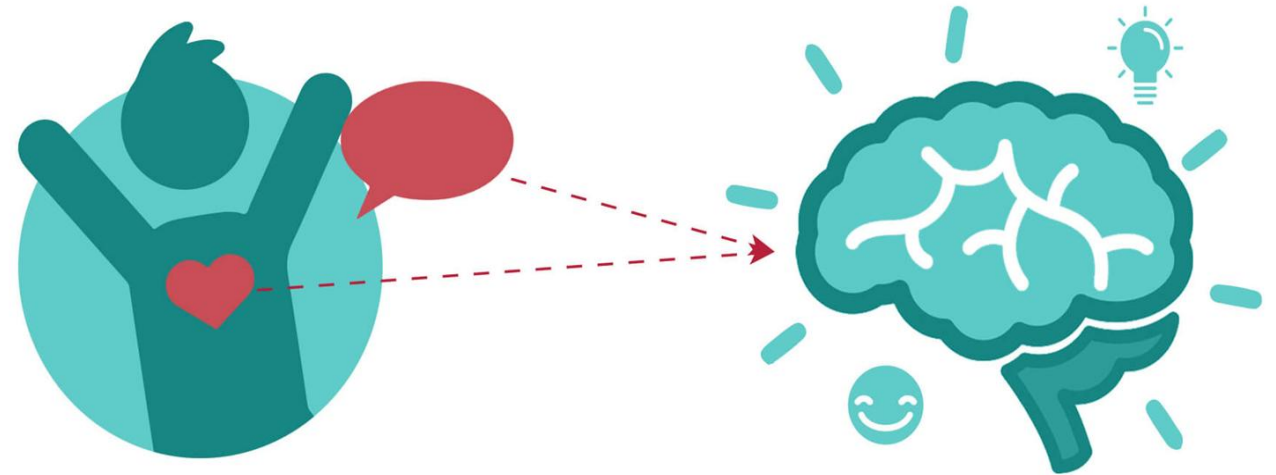
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- **My name is...**
- **My ESE is...**
- **One hobby outside of work...**



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.

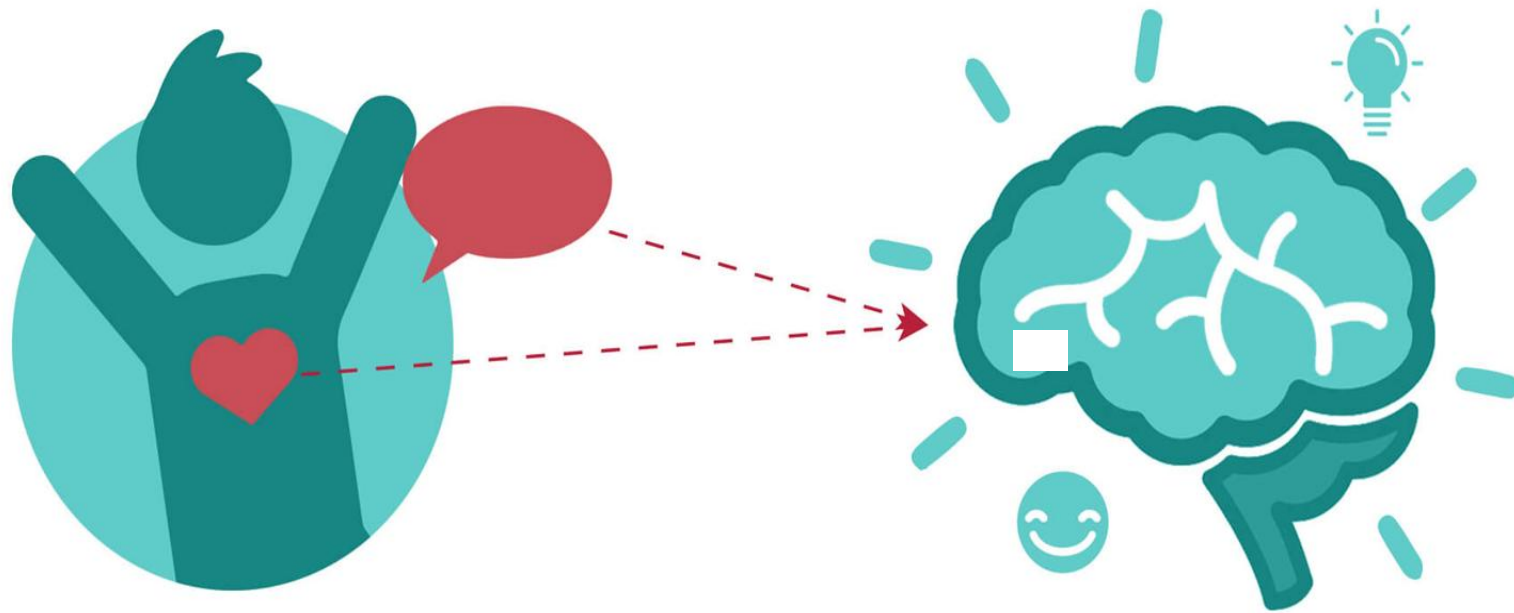


bright endeavors

A SOCIAL ENTERPRISE OF NEW MOMS



High-Quality Connection (HQC)



3 Defining Features of HQC



VITALITY



POSITIVE REGARD



MUTUALITY





**Mattering is a
combination of
Feeling Valued
and Adding
Value**



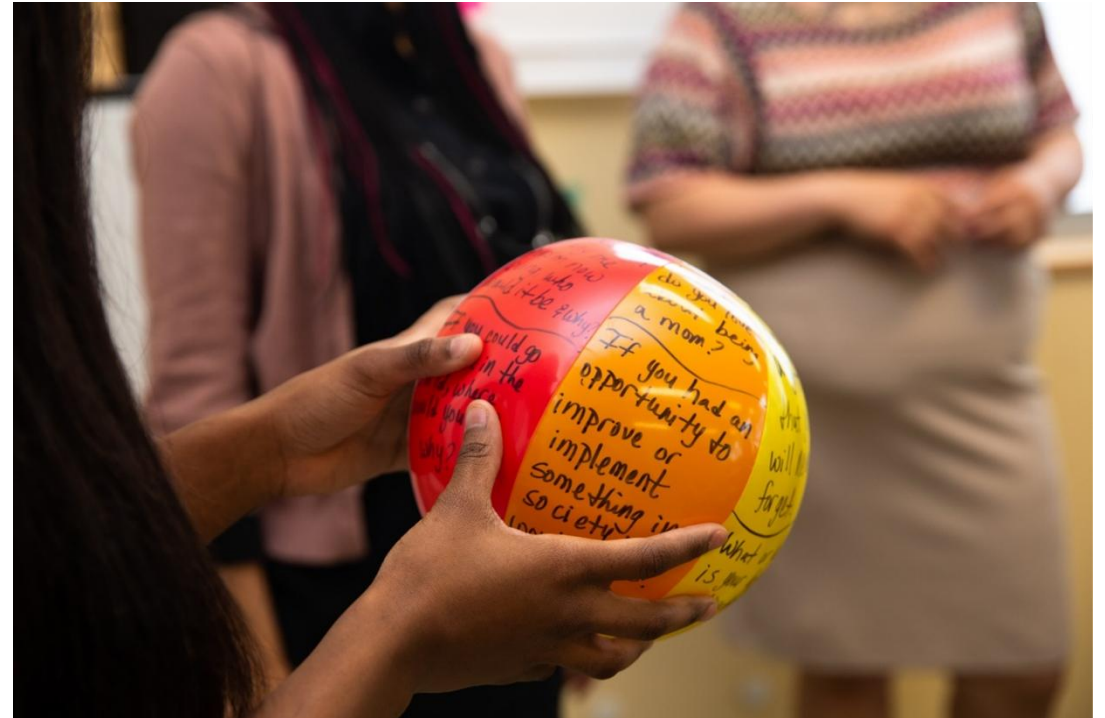
The Goal is Goal Achievement



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?

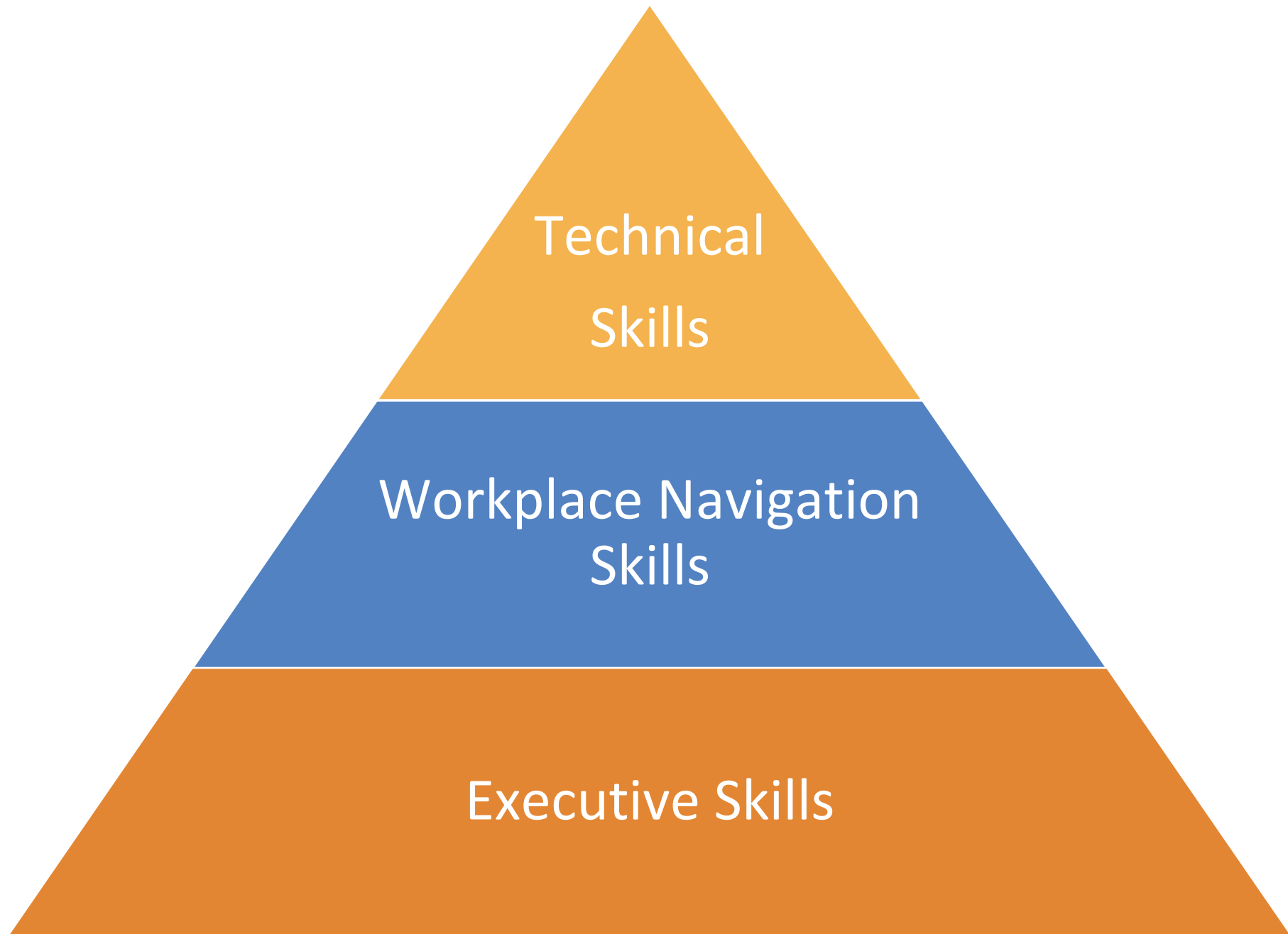


How do Executive Skills develop?



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

What are your
top 2 ES
strengths?

How We React

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

What are your 2
biggest ES
struggles?

How We Get Things Done

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



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



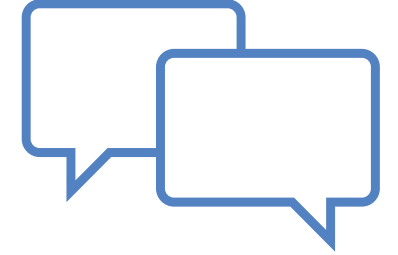
Our Executive Skills are **normal** in the context of our life experiences, institutional barriers we might face, and resources we have.



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



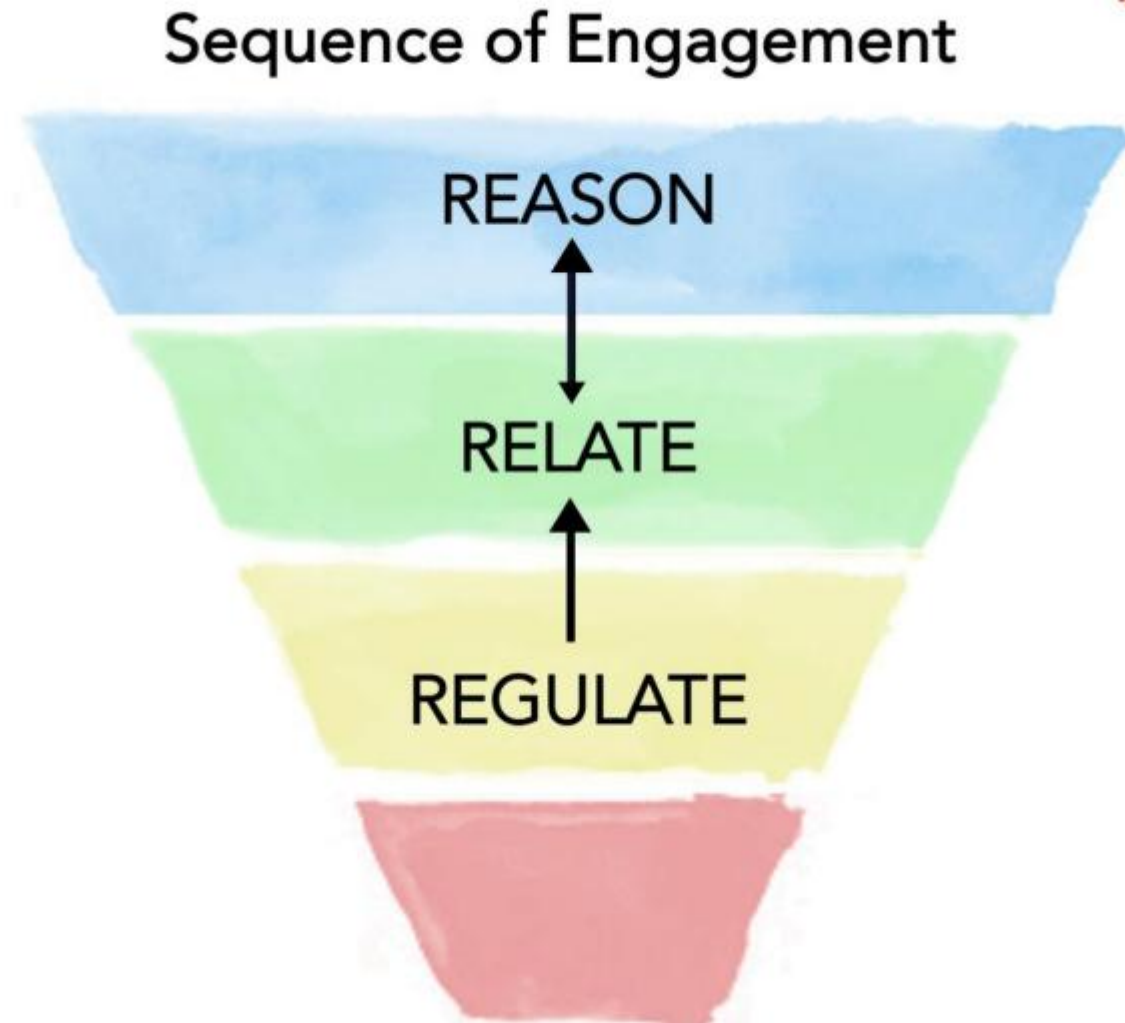
Breakout Room Discussion



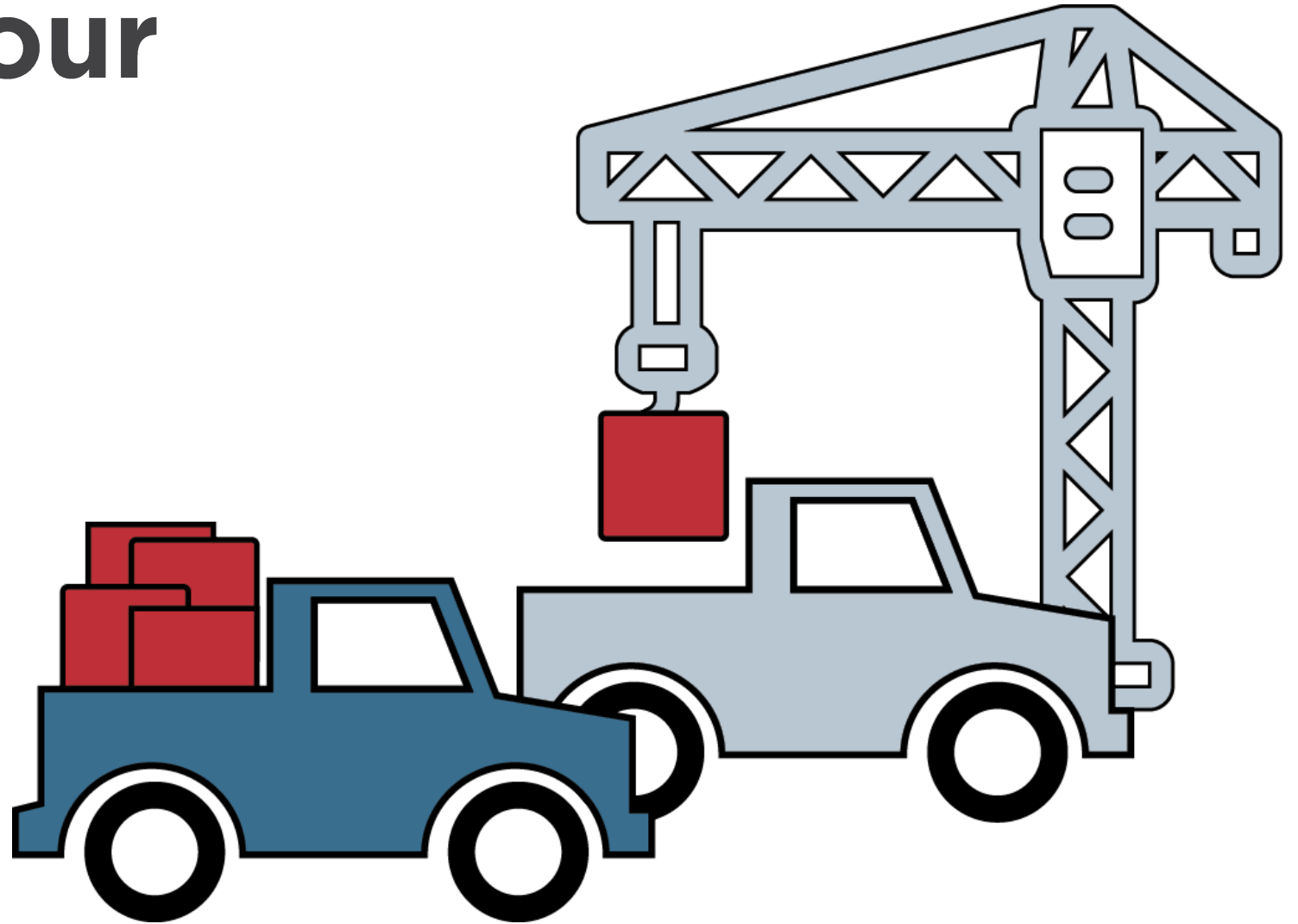
1. Share your top 2/bottom 2 ES.
2. How do you think your ES strengths & struggles show up as behaviors at work?
3. How do you think your ES will help or hinder your progression to your goal?



**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

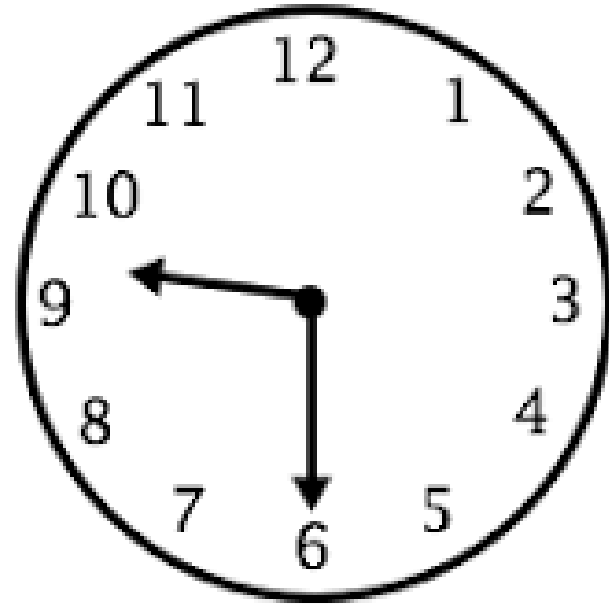
**...to decrease barriers to goal
progression!**



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

Response Inhibition	5-second rule
Flexibility	Create an if...then plan upfront
Emotional Control	Eliminate the activation
Stress Tolerance	Repeat a mantra or prayer
Metacognition	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

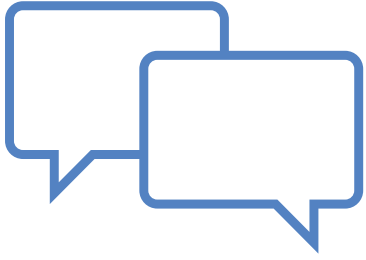
- ✓ physical environment
- ✓ process
- ✓ people around you
- ✓ tools or technology
- ✓ the task itself



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