

Improving Executive Functions: Developing Time Management Skills

Time management skills are crucial for kids and adults who want to accomplish things. In our efforts in conducting neuropsychological evaluations of children and teens at South County Child and Family Consultants, we often find that underdeveloped time management skills are very common. One of our common recommendations is that parents and kids familiarize themselves with books to help improve time management skills in children and teens.

Children with well developed time management skills are able to get dressed and eat breakfast without being late for school. They are able to finish their school work and have enough time to play before going to bed on time.

Teens with time management skills are able to balance being involved in extracurriculars, finishing their homework, working a job, and having time with family and friends. Overall, improving time management is essential for study skills in school while maintaining time to develop a social life.

If a child or teen is struggling with time management skills, reading some of the following books will provide excellent guidance to start improving time management. With each book, there are chapter numbers to pinpoint where time management is talked about in the book. There is also an Amazon description next to each book to help narrow down the resources you need.



Books on Time Management:

[A Teens Guide to Getting Stuff Done](#) by Jennifer Shannon, LMFT. (Ch.7,13) “In this fun and illustrated guide, author Jennifer Shannon blends acceptance and commitment therapy (ACT) and cognitive behavioral strategies to help you recognize your procrastination habits, discover the strengths of your unique procrastination type, and find the motivation you need to meet important deadlines and reach your highest goals.”- Amazon

[Boosting Executive Skills in the Classroom: A Practical Guide for Educators](#) by Joyce Cooper-Kahn and Margaret Foster. (Ch.3) “A guide for helping students with weak Executive Function skills to learn efficiently and effectively” -Amazon

[Executive Functioning Workbook](#) by Melissa Mullin, PhD. and Karen Fried, Psy.D. (Unit 3) “This EXECUTIVE FUNCTIONING WORKBOOK increases student’s ability to plan, start, and finish work independently. It identifies student’s aims and challenges, builds thinking skills, and provides tools to help build organizational strategies.”- Amazon

[Executive Functioning Skills Printables Workbook: For Students](#)

[Learning Life Skills](#) S.B. Linton (Pg.19-24) “For teens and youth with special needs. These are Executive Functioning Skills Printables Worksheets for Students with Autism, Similar Special Needs, ADHD, LD, and Executive Functioning Needs.”- Amazon

[Executive Functioning Workbook for Kids: 40 Fun Activities to Build Memory, Flexible Thinking, and Self-Control Skills at Home, in School, and Beyond](#) by Sharon Grand, Ph.D., BCN. (Ch.4) “Help kids grow their executive functioning skills with activities for ages 6 to 9!”- Amazon

[Fighting Invisible Tigers: Stress Management for Teens](#) by Earl Hipp. (Ch.7) “Fresh edition of a popular title offers teens straightforward advice on stress management, anxiety reduction, and digital well-being.”- Amazon

[Learning How to Learn: How to Succeed in School Without Spending All Your Time Studying; A Guide for Kids and Teens](#) by Barbara Oakley, Ph.D., and Terrence Sejnowski, Ph.D. (Ch.3) “Learning How to Learn teaches them about the importance of both focused concentration and letting their minds wander, how the brain makes connections between different pieces of information, the value of metaphors in developing understanding, why procrastination is the enemy of problem-solving, and much more.” – Amazon

[Learning to Plan and Be Organized: Executive Function Skills for Kids With AD/HD](#) by Kathleen Nadeau, Ph.D. (Ch.8) “Featuring real-life advice, strategies, and tips, Learning to Plan and Be Organized is a practical guide that teaches kids with AD/HD how to enhance their executive function skills of planning and organization.” -Amazon

[Organizational Skills Training for Children with ADHD](#) by Richard Gallagher, Howard B. Abikiff, and Elana G. Spira. (Pt.2) "This indispensable manual presents an easy-to-implement intervention with proven effectiveness for children with ADHD in grades 3 to 5."- Amazon

[Playing Smarter in a Digital World: A Guide to Choosing and Using Popular Video Games and Apps to Improve Executive Functioning in Children and Teens](#) by [Randy Kulman](#), Ph.D. (Ch.16) "A book to help parents to make their children's digital playtime educational"- Amazon

[Scattered to Focused: Smart Strategies to Improve Your Child's Executive Functioning Skills](#) by Zac Grisham (Ch.9) "Set your child up for success with simple strategies to develop executive function in kids 4 to 12"- Amazon

[School Made Easier: A Kid's Guide to Study Strategies and Anxiety-Busting Tools](#) by Wendy L. Moss, PhD, and Robin A. DeLuca-Acconi, LSCW (Ch.6) "The book teaches students ways to reduce their anxiety, increase their confidence in school, and study more effectively." – Amazon

[Smart but Scattered: The Revolutionary "Executive Skills" Approach to Helping Kids Reach Their Potential](#) by Peg Dawson, EdD, and Richard Guare, PhD (Ch.18) "Small changes can add up to big improvements—this empowering book shows how."- Amazon

[The Conscious Parent's Guide To Executive Functioning Disorder](#) by Rebecca Branstetter, Ph.D. (Ch.7) "With the strategies and

advice in this guide, you and your child will build sustainable bonds, develop positive behaviors, and improve executive functioning skills for life.” – Amazon

[The Everything Parent’s Guide to Children with Executive Functioning Disorder: Strategies to help your child achieve the time-management skills, ... needed to succeed in school and life](#) by Rebecca Bransetter, Ph.D. (Ch.8) “The vital skills children need to achieve their full potential!” – Amazon

[The Organized Child: An Effective Program to Maximize Your Kid’s Potential—in School and in Life](#) by Richard Gallagher, PhD, Elana G. Spira, PhD, and Jennifer L. Rosenblatt, PhD. (Ch.9) “Concrete examples, tips for strategically using praise and rewards, and practical tools (you can download and print additional copies as needed) help you implement each step of the program. Maximizing your kid’s potential starts now—here’s how.”- Amazon

[The “Putting on the Brakes” Activity Book for Young People With ADHD](#) by Patricia O’Quinn, M.D. | Judith M. Stern, M.A. (Pt.4) “Provides people with attention deficit hyperactivity disorder with suggestions, puzzles, and activities to help them understand and gain control over their condition and improve their study habits.”- Amazon

[The Secrets of Top Students: Tips, Tools, and Techniques for Acing High School and College](#) by Stefanie Weisman. (Ch.2) “Stefanie Weisman, who was the Valedictorian of her High School, and received the Asher Green Award for having the highest GPA at Columbia University gives her thoughts on how your child can succeed in the higher levels of education.”- Amazon

[Train Your Brain for Success: A Teenager's Guide to Executive Functions](#) by Randy Kulman, Ph.D. (Ch.6)“Beginning with a test to determine executive-functioning strengths and weaknesses, the book then explores in detail eight distinct sets of skills, including planning, organization, focus, time management, self-control, memory, and self-awareness.”- Amazon