Description
This unit reviews the importance of executive function. Students investigate the mental processes important to functioning in a professional environment, including self-regulation, working memory, and flexible thinking. They describe the organizational skills essential to professionalism. They learn the importance of prioritization, explore time-management skills and tools, and explain the steps in the problem-solving process.

Objectives
 Lesson 1 – Mental Processes
• Define executive functioning skills as essential to professionalism in any job function or workplace.
• Recognize how self-regulation is key to demonstrating dedication, perseverance, and a positive work ethic.
• Describe why working memory is important for organization, time management and productive work habits.
• Explain why flexible thinking is critical to effectively solving problems and making decisions.

Lesson 2 – Organizational Skills
• Build organizational skills to optimize professional success by prioritizing tasks, using time management tools, and problem-solving techniques.
• Demonstrate a positive work ethic by having good punctuality, attendance, and prioritizing and performing assigned tasks as directed.
• Fulfill employer expectations by efficiently planning, following schedules, and meeting deadlines.
• Utilize problem-solving strategies to make sound decisions and evaluate their impact.

Unit Material
The following materials are provided for the teacher and student in this unit:

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Teacher Preparation
Teacher PowerPoint Presentations:
• You may edit the PowerPoint presentations to meet the needs of your students.
• The slide decks include notes to guide your lectures and discussion. This area is editable for your convenience.
• The slides follow the same topics as the eLearning Lessons (videos). You may use the PowerPoint alone or in conjunction with eLearning lessons in any way you desire.

Student Journals:
• Students will be introduced to journal prompts at the beginning of each lesson.
• These prompts encourage self-reflection. Tell students they are welcome to share or keep their entries private.
Classroom Instruction
To complete this unit, students should do the following:
- Two eLearning lessons: **Lesson 1 – Mental Processes** and **Lesson 2 – Organizational Skills**.
- Student worksheets and reflection journals for each lesson.

Assessment
- Unit quiz (each unit has a quiz)
- Module test (a comprehensive test covering all units)
- Other assessment options include verifying that the student worksheets and reflection journals are completed.