

Instructions for the Therapist

- Note that there are two parts to this module. The second part (p. 39) consists of three projects, which will take the client about 3 weeks to complete.
- Give the client a pen or pencil and open the Client Workbook to the appropriate exercise whenever the instructions ask you to.
- It is suggested that each exercise be done for the indicated length of time each day, as detailed in the instructions for each exercise.
- Show the client where to mark the answers.
- Read the instructions to the client.
- Mark the exercise according to the instructions for each exercise.
- Tell the client what rating he or she achieved and how this compares with the day(s) before, so that the client gets feedback on how he or she is improving.
- Show the client how to complete the rating charts. (These charts provide a quick and easy way of monitoring progress and can be referred to by yourself and the client whenever you like.) After reading the instructions to the client, ask him or her to predict how well he or she will perform on the exercise. After completing the exercise, ask the client to rate how well he or she actually performed. Use the rating charts provided before each exercise in the Client's Workbook to keep a record. You may find it useful to discuss the importance of prediction and evaluation in task performance. The ability to develop accurate self-perception is a crucial skill.
- Give encouragement and feedback to the client after each exercise.
- Do not feel bound by the instructions that are given for each exercise. For instance, if you need to allow longer time gaps, do it. If certain exercises are too easy, then drop them and do extra work on those that are difficult. Adjust things to suit your own situation. Personalize things for your client.
- Involve the client in any adjustment decisions. The client may prefer to have some easy exercises because he or she can succeed at them. Also, on certain types of problems, the client may be unable to do the more difficult ones, and no amount of practice will overcome this. The client should skip these exercises.
- After each exercise, discuss the following questions with the client:
 1. What skill was this exercise addressing?
 2. What was the goal of this exercise?
 3. How did you do on this exercise?
 4. How might this exercise help you in everyday activities?
- Chart the client's performance on the Exercise Performance Summary, on the following page.

Giving Feedback and Encouragement

- Be genuinely enthusiastic when the client works hard or achieves well.
- Talk positively about the program to the client. Be encouraging.
- Be natural when you give feedback on tasks. If you don't think the client has worked hard, then tell the person, but also be positive by focusing the client's mind on the fact that he or she may do better tomorrow.
- Give feedback immediately after each exercise so that it is fresh in the client's mind.
- Be prepared to spend time going over achievements with the client between sessions, even several times as the client may forget them.

Involving Family Members

- Discuss goals of the module with family members.
- Encourage family members to attend therapy sessions periodically.
- Encourage family members to discuss therapy exercises with the client and therapist.
- Encourage family members to rehearse strategies learned in therapy with the client in appropriate settings.
- If the client does not use these strategies, provide family members with suggestions to increase compliance.

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Part 1

The client can do these executive functions exercises as often as he or she wishes; in fact, the more the client does them, the better. The client should be encouraged to spend more time on those exercises that he or she finds difficult, and to apply the information to everyday life. This will help the client gain more from this module. Read the instructions in the boxes to the client. Any writing that is not in a box is for your information. Remember to rate the client's performance after each exercise, using the rating scales provided in this Therapist Workbook.

It is important that the following activity be included in every exercise during the module: After reading the instructions to the client, ask the client to predict how well he or she will perform the exercise. After completing the exercise, ask the client to rate how well he or she actually performed. Use the rating scale provided after each exercise in the Client Workbook to keep a record. You may find it useful to discuss the importance of prediction and evaluation in task performance. The ability to develop accurate self-perception is crucial to the success of this module.

The work in this module is deliberately presented in a less structured manner than in the other modules. You may need to work more directly with the client on some of these exercises.

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