SCHOOL SUPPORT AND MEETINGS | ENGLAND

Executive Functioning and Organisation Planner

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Practical planning sheets for starting tasks, keeping track of belongings, breaking work down and organising the day at home or school.

Who this is for

Parents, carers and older children who want simple structures for organisation, without treating this as a clinical assessment.

What is inside

- A daily and weekly planner
- A task-breakdown sheet
- A belongings and homework checklist

Please read this first

This is a free starting-point resource from My SEND Friend. It is general information, not legal, medical or benefits advice, and it is not an official or government form. It does not guarantee an assessment, plan, adjustment, payment or any other outcome. Check current official guidance (for example GOV.UK) and get individual advice from SENDIASS, IPSEA or a suitably qualified adviser when you need it.

A kind starting point

Executive functioning is a loose term for skills such as starting, planning, remembering and switching between tasks. Many people find these hard, especially when tired, anxious, or overloaded. These pages are optional tools, not a test.

What is hardest at the moment: starting, finishing, remembering, packing, homework, or something else?

Breaking a task down

The task, in one line

Step 1, step 2, step 3 (and any later steps)

What I need ready before I start, and how I will know it is finished

The day and the bag

Morning sequence that is realistic this week

After-school sequence, including a break before homework if needed

Bag, kit and homework checklist for this week

Useful next steps and sources

Use what helped in this pack and leave the rest. You can come back to it when you need to. Live tools on mysendfriend.co.uk remain free, including Help Me Now, the SEND Letter Builder, the Reasonable Adjustments Builder, the DLA and PIP Claim Planners, and the free resources hub. Saving work to My SEND Plan is optional.

Where to check official or independent information

Guidance and benefit rules can change. Check the current official position, and get individual advice when you need it.

- GOV.UK: Children with special educational needs and disabilities (SEND)
- The SEND Code of Practice 2015 (England)
- The school's SEN information report and complaints policy
- Your local SENDIASS service
- IPSEA, for legally based information in England

A reminder about this free pack

This is a free starting-point resource from My SEND Friend. It is general information, not legal, medical or benefits advice, and it is not an official or government form. Using it does not start a statutory process or guarantee a particular outcome. Adapt every page to your situation.

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