

SMARTS STRATEGY CHECKLIST

EF Area	Strategy	Description	Example	When to use it
Introduction to Executive Function Strategies	I-SEE a Strategy	Successful learning strategies are: Individual, Systematic, Efficient, and Effective		
Goal Setting	CANDO Goals	An acronym to use when setting clearly defined and achievable goals: CANDO Goals are Clear, Appropriate, Numerical, Doable with Obstacles considered		
	Goal-Setting Rubrics	Using rubrics to measure whether goals are fully developed		
Shifting and Flexible Problem Solving	Skim and Scoop	“Skimming” for the main idea and “scooping” for the details of passages quickly and efficiently		
	Purposeful Highlighting	Highlighting main ideas vs. relevant details while ignoring irrelevant information		

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Organizing Materials and Prioritizing Time	4 Cs Strategy	Creating organization systems to keep track of materials: Clean, Categorize, Customize, Continue		
	Monthly Calendar	Planning your month out so that large assignments and projects don't sneak up on you		
	Weekly Calendar	Planning out the week so that there is time for obligations, aspirations, and negotiations		
Organizing and Prioritizing: Ideas and Information	BOTEC	A strategy for creating well-structured writing: Brainstorm, Organize, Topic, Evidence, and Conclusion		
	Bottom-up vs. Top-down	Creating an essay outline in a way that matches your strengths		
	Triple-Note-Tote	A three column note-taking strategy		
	PPCQ	A strategic approach to studying for a test: Plan, Prioritize, Create a tool, and Quiz yourself		

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Remembering: Accessing Working Memory	Cartoons	Drawing a picture to help you remember information		
	Associations	Thinking of a related word to help you remember information		
	Crazy Phrases	Creating a strange/interesting sentence to remember information in a sequence		
	Stories	Making up a story to help you remember information in a sequence		
	Strategy Cards	Using remembering strategies to make flashcards and other study tools more effective		
Self-Monitoring and Checking	Checklists	A way to break down directions into manageable steps		
	Top-3-Hits	A strategy for remembering your most common errors		