

# Beyond the Clock:

## A Deeper Understanding of Executive Function Based Time Management and Planning Skills



### PRESENTER

**Sarah Ward, MS, CCC/SLP**

An internationally recognized expert on executive function skills



### WHEN

**Tuesday, May 2, 2023**

7:00 pm – 9:30 pm EST



### WHERE

**Live Web Conference**

*(if you are unable to attend due to time zone difficulty, please email us at [info@theramoves.com](mailto:info@theramoves.com))*



### FEES

**\$89**

*Group of 4+ 10% Savings  
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### ACCREDITATION

**2.5 contact hours**

0.25 ASHA CEU  
0.25 AOTA CEUs  
2.5 NBCOT PDU's  
2.5 CTLE hours  
2.5 CEUs for NY SLPs  
2.5 CEUs for NY social workers

CE Broker for OT

### Certificates will be Awarded

*Credits listed are offered by Theramoves for full attendance.*

*Learning outcomes will be completed via an online posttest quiz. A score of 70% or more is required to receive a certificate of completion.*

**LEVEL OF INSTRUCTION:** Beginner

**TARGET AUDIENCE:** SLPs, OTs, OTAs, special educators, social workers, principals, and parents

**INSTRUCTION METHODS:** Lecture, slides, video



## DESCRIPTION

See and Sense the Passage of Time is a fundamental skill that students with lagging executive function skills need to develop! Learn how to help them accurately and effortlessly estimate how long tasks will take, change or maintain their pace, and carry out routines and tasks within allotted time frames. Teach students how to plan hourly, daily and weekly/monthly time. Long Term Project Management is a challenge for students with executive dysfunction as they struggle to see into the future to plan ahead for completing the smaller parts of the project. Learn how to help students visually break large projects into smaller steps, to estimate time to complete and schedule these steps, to visually learn the impact of procrastination and to prioritize steps of the project. Self-regulation/ pacing, temporal reasoning and complex planning skills will be taught.

## LEARNING OBJECTIVES

At the end of this seminar the participant will be able to:

1. Define the features of time and the language of time and the impact on executive function skills
2. Describe how poor time management impacts the learner's success in and outside of the classroom
3. Describe various visual based time tools to improve a student's comprehension of time for following routines, planning tasks, doing assignments and preparing for exams.
4. State the equation students can use to calculate a temporal spatial window
5. Name 5 tools (physical and digital) that can be used to develop a student's capacity to see and sense the passage of time.

## AGENDA

- 30 minutes- Defining the Features and language of time and their Relationship to Executive Function Skills
- 30 minutes- Treatment technique: See and Sense Hourly Time, Pace Performance and Plan tasks
- 25 minutes: The equation for calculating a temporal window
- 25 minutes: Treatment technique: See and Sense weekly and monthly Time
- 30 Minutes: Treatment technique: See and Sense Extended Time frames (month/s) for long term projects, preparing for exams, etc.
- 10 minutes: Q and A

## PRESENTER'S BIO

**Sarah Ward**, MS CCC-SLP has over 25 years of experience in assessment and treatment of executive function skill. Ms. Ward holds a faculty appointment at the Massachusetts General Hospital Institute of Health Professions. A recognized authority on executive function skills she has conducted numerous presentations at international and national conferences and has consulted to over 1400 schools on the programs and strategies she has developed with her Co-Director Kristen Jacobsen. Their 360 Thinking Executive Function Program received the Innovative Promising Practices Award from the National Organization CHADD. Awards received include Bette Ann Harris Distinguished Professional (2017), Innovative Promising Practices Award by CHADD, The National Resource on ADHD (November 2015), the MGH Expertise in Clinical Practice Award, the Distinguished Alumni Award, the Faculty in Excellence Award from the Massachusetts General Hospital Institute of Health Professions (2002, 2011) and ACE awards (2013, 2016, 2018) from American Speech and Language Hearing Association

**Disclosure:** Financial: Sarah Ward will receive a speaker's honorarium from TheraMoves Services for the presentation. Sarah has intellectual property rights from her company Cognitive Connections, LLP for products discussed at the course. Ms. Ward has no nonfinancial relationships to disclose.

*Please contact the office with any special need requests*

**REFUNDS & CANCELLATIONS:** A full refund less \$15 dollars administrative fee per course will be given for cancellations received up to week prior to the course. After that, no refunds will be given for cancellations. We reserve the right to cancel any course due to extenuating circumstances. Please do not make non-refundable arrangements until you contact us &/or receive confirmation that the course will be held. We are not responsible for any expenses incurred by participants if the course must be cancelled. relationships to disclose.



- TheraMoves is an AOTA Approved Provider of professional development. Course approval ID # 06131. This distant learning-interactive course is offered at 0.25 CEUs, beginner educational level, in the area of occupational therapy service delivery. The assignment of AOTA CEUs does not imply endorsement of specific course content, products, or clinical procedures by AOTA
- Approved by NYSED for Continuing Teacher and Leader Education (CTLE hours) (CTLE approval 23490)
- Approved for 2.5 contact hours by NYSED's State Board for speech-language pathologists
- Approved for Social Workers by the NY State ED Dept. #SW-0499



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