



Making Life Work...

EVOLIBRI

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assessment ≈ counseling ≈ coaching ≈ classes ≈ communities

State of California Non-Public Agency & Department of Rehabilitation Vendor

CEO of Self

Executive Functioning Program

EvoLibri has created curriculum to accompany Jan's popular book, *The CEO of Self: An Executive Functioning Workbook*. We designed this program specifically to teach older teens and young adults the vital executive functioning skills they need to survive in high school, college, and the workplace. Skills covered follow the outline of the book and include:

- **Time Management** – using calendars, alarms, timers to better manage your schedule
- **Space Management** – organizing your physical and virtual workspaces for productivity
- **Memory Management** – how we learn, and how to improve learning and memory
- **Project Management** – how to break down large projects into doable pieces
- **Information Management** – understanding importance vs. urgency, making decisions
- **Thought Management** – managing intrusive/distorted/negative thoughts
- **Obstacle Management** – learning how to evaluate and remove barriers

Taught with a 1:1 student/instructor ratio, this class is scheduled individually with the instructor and runs throughout the year. Participants may join at any time. DOR clients may be able to access this training at no cost by requesting this as PVSA through EvoLibri. Cost to private pay clients is \$50/session.

New participants should contact info@evolibri.com for a free intake and screening for this program if not already an EvoLibri client.



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EvoLibri PVSA – CEO of Self Registration Form

Classes will be held at EvoLibri’s office except as noted and will be run by EvoLibri Staff. Clients will be billed at the end of each month for days scheduled.*

Student’s Name:		Age:	School:	Grade:
Address:		Parent Email:		
Phone:	Cell phone:	Diagnosis/Areas of Concern/Food Allergies:		
Parent (1) Name:	Ph:			
Parent (2) Name:	Ph:	Meds:		
Doctor’s Name:	Ph:	Insurance:		
Class	Section		Fees	DOR
CEO of Self – Santa Clara	<input type="checkbox"/> 1 Hour 1:1 Session (Weekly)		\$50/session	Request PVSA
Check our other forms for PEERS Social Skills Groups and EvoClubs Social Events!				

Families will be billed monthly for scheduled* sessions.

*There is a **minimum** 48 hours advance notice for all cancelled or rescheduled sessions to avoid being charged for the originally scheduled session.