



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

This class is offered both individually and in a group setting. The group course is taught on Wednesdays from 2-4 p.m. with a ratio of no more than 8:1 (students:instructor). The 1:1 course may be scheduled in 1-hour increments weekly at the discretion of the client and instructor. Participants may start at any time. Cost is \$120 per session.

DOR clients may access group training at no cost by requesting this as PVSA through EvoLibri.

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



EVO LIBRI

EvoLibri PVSA – CEO of Self Registration Form

Classes will be held virtually 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"/> Group – Wednesday 2 - 4 p.m. (Weekly)	\$120/Session*	Request PVSA	
CEO of Self – Santa Clara	<input type="checkbox"/> Individual (1 hour Weekly)	\$120/Session*	N/A	
Workplace Adaptability Program (WAP)	<input type="checkbox"/> Group - Fridays, 10 a.m. – 12 p.m. (Weekly)	\$120/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.