



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

How to Connect!

All classes have a maximum of 8:1 student to teacher ratio, and are offered in hybrid format. We screen all new participants for goodness of fit, free of charge. Here's how to get started:

- *Already an EvoLibri client?* Contact your provider for information, and we'll get you set up.
- *Not an EvoLibri client yet?* Please send email to programs@evolibri.com and we'll set up an intake session prior to registration.
- *Already a DOR consumer* and want a referral? Speak to your counselor and cc: dor@evolibri.com to get a referral.
- *School district wanting to refer students?* Please contact us at intake@evolibri.com.



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EvoLibri PVSA – CEO of Self Registration Form

Classes will be held at EvoLibri’s office or remotely via Zoom and led by EvoLibri Staff. Programs developed by Jan Johnston-Tyler, MA and staff. A \$200 deposit per class is required to hold your space, and the remainder is due no later than one week before the program starts.

Client Name:		Age:	School & Grade (if applicable):	
Address:		Student Email:		
Client Phone:		Diagnosis/Areas of Concern/Food Allergies/Etc.:		
Primary Contact: Email:	Ph:			
Secondary Contact: Email:	Ph:	Meds:		
Doctor’s Name: Email:	Ph:	Insurance:		
Class	Section		Fees	DOR
CEO of Self – Santa Clara/Hybrid (call for next start date)	<input type="checkbox"/> Group (2 hours Weekly)		\$1200 Total (200 Deposit + \$1000)	Request ILS
CEO of Self – Santa Clara/Hybrid (call for next start date)	<input type="checkbox"/> Individual (1 hour Weekly)		Contact EvoLibri	N/A
Check our website for our programs in Workplace Adaptability and Independent Living Skills!				

Clients will be billed for entire program prior to start of scheduled sessions*.

*Scheduled sessions are defined as sessions calendared by EvoLibri staff. There is a minimum 48 hours advance notice for all client-cancelled sessions if client wishes to reschedule. These will be rescheduled at the discretion of the instructor.