



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: *for Professionals*

Based on the *CEO of Self: An Executive Functioning Workbook* and its related class, this class is specifically for working neurodivergent professionals who struggle with executive functioning challenges such as focus, memory, time management, initiation and completion of tasks.

The class starts with neurocognitive theory and basic executive functioning skills, and moves on to more advanced and integrated topics to foster better decision-making, project management, and barrier identification and removal.

This eight-week class includes the following modules:

- Time Management, Parts 1 and 2 – *Managing Time Blindness*: using calendars, alarms, timers to better manage your schedule
- Space Management – *Thinking Like a Database*: organizing your physical and virtual workspaces for productivity
- Memory Management – *Capture Your Input*: how we learn, and how to improve learning and memory
- Project Management – *Everything's a Project*: how to break down large projects into doable pieces
- Information Management – *Focus on What's Important*: understanding importance vs. urgency, making better decisions
- Thought Management – *Undoing Negativity*: managing intrusive, distorted, and negative thoughts
- Obstacle Management – *The Path Forward*: learning how to evaluate and remove barriers

By the end of the class, participants will have developed a self-profile of their areas to watch out for as well as understanding what new skills work best for them.



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EvoLibri – CEO of Self: Professional Form 2025

Classes will be held remotely via Zoom and led by EvoLibri Staff. Programs developed by Jan Johnston-Tyler, MA and staff.

Client Name:	Pronoun(s):	DOB:	Currently Employed:
Client Address:	City/State:		
Client Phone:	Primary Contact:		
Client Email:	Primary Phone & Email:		
Profession:	Secondary Contact:		
Specific Areas of Concern:	Secondary Phone & Email:		
Diagnosis (optional):	Learning Objectives for this Class:		

Class	Section	Fees	
CEO of Self Pro Group Program Tuesdays 4:30-6:00p PST (weekly) via Zoom	<input type="checkbox"/> February 4 th – March 25 th <input type="checkbox"/> April 8 th – May 27 th <input type="checkbox"/> September 2 nd – October 21 st	<u>Early Bird</u> (30 days prior to class start) \$1020 + Deposit* \$1320 total	Regular <u>Registration</u> \$1150 + Deposit* \$1450 total
<p>*A \$300 deposit per class is required to hold your space, and the remainder is due no later than two weeks before the program starts.</p> <p>Clients will be billed for the entire program two weeks prior to start of scheduled sessions.</p>			