



*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

The course is taught in closed cohorts with a ratio of no more than 8:1 for a weekly two-hour period. Students are given a brief intermission in the middle of the class.

### **How to Connect!**

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 email [programs@evolibri.com](mailto:programs@evolibri.com) and we'll set up an intake session prior to registration.
- **Already a DOR consumer?** Email your counselor and cc: [dor@evolibri.com](mailto:dor@evolibri.com) to request a referral. We do not facilitate the referral process and authorizations are due in our vendor portal 4 weeks prior to the first class.
- **School district wanting to refer students?** Please contact us at [intake@evolibri.com](mailto:intake@evolibri.com).

**Check our website for our other programs in  
Workplace Adaptability and Independent Living Skills!**