



THE COACH

METACOGNITION

Activate your inner coach by stepping off the “sidelines” of your busy life and pausing to:

- **Monitor:** *What am I noticing?*
- **Evaluate:** *How well is this going?*
- **Strategize:** *What changes are needed to help keep me on track?*
- **Reflect:** How can what I've learned or experienced help me in the future?



THE PLANNER

PLANNING | INITIATING | ORGANIZING

Activate your inner Planner by dedicating the time and resources to help you:

- **Plan:** Think ahead and map out the best course of action, given available time and resources
- **Organize:** Arrange information and resources in the most helpful way
- **Initiating:** Get started independently



THE CHEF

WORKING MEMORY

Your working memory is like your “mixing bowl,” enabling you to hold information temporarily so you can process it, work with it, and do something meaningful with it. A few tips:

- If you try to process too much information at once, you'll experience **cognitive overload**
- To reduce cognitive load, you can practice **chunking** or **externalizing** information (checklists, notes, visual organizers), as well as **breaking down** big tasks into small achievable steps
- To **protect your bandwidth**, focus on the **foundations of health:** sleep, nutrition, managing stress, building helpful routines, and taking movement and “brain breaks”



THE PILOT

ATTENTION | IMPULSE CONTROL | SELF-REGULATION

Activate your inner pilot by practicing:

- **Focus:** Filter distractions, put your attention where you intend
- **Self-control:** Pause, decide, and act with intention
- **Self-regulation:** Manage thoughts, feelings, and behaviors in line with values and desired outcomes
- **Coping:** Use strategies to navigate emotional and social “turbulence” without becoming dysregulated



THE INVENTOR

COGNITIVE FLEXIBILITY

Your inner Inventor helps you manage transitions, “code switch,” generate new ideas, and make well-reasoned decisions. You can practice by:

- **Reframing:** See challenges from a new angle or point of view
- **Adapting:** Stay positive and use strategies to help you shift gears when plans change unexpectedly
- **Experimenting:** Try different approaches or scenarios before making a decision
- **Integrating:** Combine new information with prior knowledge, and make creative connections to “update” your schema.
- **Open-mindedness:** Practice curiosity, welcome feedback, and seek experiences that involve ambiguity and diversity