

Working Memory

**Holding information in memory
while performing complex tasks.**

Metacognition

**Noticing how you're doing.
Thinking about how you're
thinking.**

Sustained Attention

**Paying attention even if you're
tired, bored, or not interested.**

Organization

**Creating and maintaining a system
to keep track of information or
materials.**

Response Inhibition

**Thinking before you act – to resist
the urge to say or do things.**

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Flexibility

**Seeing many sides of an idea or
situation. Being able to change and
adapt.**

Emotional Control

**Managing feelings so you can be
productive and successful.**

Time Management

Estimating how much time you have and how to use it to stay within time limits and deadlines.

Planning and Prioritizing

Creating a roadmap to reach a goal or to complete a task. Deciding what is important to focus on and what's not.

Task Initiation

The ability to begin projects in a timely fashion.

Goal-Directed

Persistence

Following through to the completion of your goal without being distracted by competing interests.