



Program Syllabus

Executive Functioning Skills for Middle Schoolers

Summer 2025

Series 1 Dates: July 15, July 16, July 17

Series 2 Dates: July 22, July 23, July 24

Workshop Times: 7–8 p.m.

Workshop Location: [Weston Public Library](#), Conference Room
87 School Street, Weston, MA 02493

Instructor: [Natalya Lucas](#)

Email: teenexec@gmail.com

Adult Points of Contact: Stacy Smith (Natalya's mother)
Jeff Lucas (Natalya's father)

PROGRAM DESCRIPTION

Teen Exec's Executive Functioning Skills for Middle Schoolers program helps students ages 12–15 build the habits and mindsets that lead to academic success and personal growth. Following the success of our Winter 2025 workshops, this summer series continues to equip students with practical strategies they can apply right away—at school, at home, and in life. Through fun, hands-on activities, students will strengthen their ability to plan ahead, manage their time, stay organized, and make thoughtful decisions. **To ensure a highly interactive and personalized experience, each session is limited to 8 participants.**

INSTRUCTIONAL APPROACH

This is not a lecture series. Students will participate in interactive exercises, real-life challenges, small group discussions, and reflection games. Each day builds on the last and includes a short “Practice at Home” challenge to reinforce what was learned.

SCHEDULE

Each series consists of three workshops held on three consecutive evenings. The content is the same in both series, so students should register for only one. Each workshop begins at 7 p.m. and concludes by 8 p.m.

DATE	TOPIC	KEY ACTIVITIES
Series 1: July 15 Series 2: July 22	Time Management & Planning	What executive functioning is and why it matters Strategies for managing time and staying on track Tools like calendars, planners, and to-do lists Planning backwards and breaking down assignments
Series 1: July 16 Series 2: July 23	Organization & Focus	Physical and mental organization strategies Keeping track of schoolwork and materials Avoiding distractions and staying focused Creating routines that work
Series 1: July 17 Series 2: July 24	Goal Setting & Decision-Making	Setting short-term and long-term goals Using SMART goals and visual tools Evaluating choices and making thoughtful decisions Wrap-up reflection and recognition ceremony

WHAT TO BRING

- A notebook or journal for taking notes and completing in-class exercises.
- A pen or pencil.
- Technology such as cell phones and laptops is not required and should remain put away during the sessions.

CODE OF CONDUCT

To keep the workshop respectful and productive, students are expected to:

- Arrive on time and stay for the full session.
- Be kind and respectful to others.
- Participate actively and stay focused.
- Follow directions and take ownership of their learning.

PRACTICE-AT-HOME ASSIGNMENTS

To reinforce the skills taught during each workshop, students will receive brief practice-at-home assignments to complete between sessions. These tasks are designed to encourage practice and reflection on the skills they are learning.

PARENT INVOLVEMENT

Parents will receive brief updates after each session that summarize what we covered and how they can support their student's learning at home.

EVALUATION AND FEEDBACK

This program is focused on growth and skill-building rather than formal evaluation. However, students will receive ongoing verbal feedback and encouragement during activities. Parents are welcome to share feedback with the facilitator to ensure the program meets their child's needs.

INSTRUCTOR BIOGRAPHIES

[Natalya Lucas](#) is a rising sophomore at Weston High School and the founder of Teen Exec. She created the program to help young people build the confidence, structure, and independence they need to thrive—in school and beyond. As a freshman, she qualified for the Massachusetts All-State Chorus and was named a Top 10 Finalist in the marketing campaign category at the DECA International Conference. Natalya has also served as a counselor-in-training at [LINX Camps](#), dance teaching assistant at [Momentum Dance](#), peer mentor for the [Sources of Strength](#) program, and a Student Advisory Council member at Weston High School.

[Stacy Smith, M.D.](#), Natalya's mother, will participate in the workshops to provide support. A native Canadian, Stacy is an Associate Professor of Radiology at Harvard Medical School, the Associate Vice Chair for Faculty and Trainee Engagement and Wellbeing in the Department of Radiology at Brigham & Women's Hospital, and the Director of Office for Work-Life Integration at the Mass General Brigham Center for Academic Development and Enrichment. A longtime educator, she is also a Fellow of the American College of Radiology.