

## EXECUTIVE SKILLS QUESTIONNAIRE

(Adapted from Guare and Dawson 2013, pp. 42-43)

Please rate each of the following items using the scale below. Then add the sets of three items as indicated. Use the key at the bottom of the questionnaire to determine your executive skills strengths (2-3 lowest scores) and weaknesses (2-3 highest scores).

	1	2	3	4	5	6	7
	Strongly disagree	Disagree	Tend to disagree	Neutral	Tend to agree	Agree	Strongly agree
ITEM							RATING
A.	I tend to act impulsively. _____ People say I talk too much in groups. _____ I say things without thinking. _____						<b>Total: Group A</b> _____
B.	I say, "I'll do it later" and then forget to do it. _____ I forget tasks assigned to me or don't have the things I need to complete the tasks. _____ I lose or misplace belongings such as coats, gloves, cell phone, keys, etc. _____						<b>Total: Group B</b> _____
C.	I get annoyed when tasks are too hard or confusing or take too long to complete. _____ I have a short fuse and get frustrated easily. _____ I get upset when things don't go as planned. _____						<b>Total: Group C</b> _____
D.	If the first solution to a problem doesn't work, I have a hard time coming up with a different solution. _____ I get upset when I have to change plans or routines. _____ I have problems with open-ended assignments that do not give me clear, structured explanations and/or instructions. _____						<b>Total: Group D</b> _____
E.	I have trouble paying attention, and am easily distracted. _____ I run out of steam before finishing tasks. _____ I have trouble sticking with tasks until they are completed. _____						<b>Total: Group E</b> _____
F.	I put off tasks until the last minute. _____ I have trouble postponing fun activities in order to get work done. _____ I need reminding to start chores and other tasks. _____						<b>Total: Group F</b> _____

1 Strongly disagree      2 Disagree      3 Tend to disagree      4 Neutral      5 Tend to agree      6 Agree      7 Strongly agree

GROUP RATING

I have trouble planning for large projects. \_\_\_\_\_  
 G. I have difficulty setting priorities when I have a lot of things to do. \_\_\_\_\_  
 I become overwhelmed by large or long-term projects. \_\_\_\_\_

**Total: Group G** \_\_\_\_\_

My desk and other workspaces are a mess. \_\_\_\_\_  
 H. My briefcase/purse are not organized. \_\_\_\_\_  
 I have trouble keeping my bedroom and closets tidy. \_\_\_\_\_

**Total: Group H** \_\_\_\_\_

I have a hard time estimating how long it will take me to complete a task. \_\_\_\_\_  
 I. I often do not finish things the day before they are due, and may rush to \_\_\_\_\_  
     get work done at the last minute before deadlines or meetings. \_\_\_\_\_  
 I need lots of time to get ready for things (appointments, work, etc.) \_\_\_\_\_

**Total: Group I** \_\_\_\_\_

I can't seem to save up money in advance for things I want to buy. \_\_\_\_\_  
 J. I don't see the point of worrying about long term goals. \_\_\_\_\_  
 I prefer to live in the present. \_\_\_\_\_

**Total: Group J** \_\_\_\_\_

I don't have very effective work habits. \_\_\_\_\_  
 K. I tend not to check my work for mistakes even when the stakes are high. \_\_\_\_\_  
 I don't evaluate my performance and change my strategies to increase my success. \_\_\_\_\_

**Total: Group K** \_\_\_\_\_

YOUR EXECUTIVE SKILLS STRENGTHS  
 (Lowest Scores)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

YOUR EXECUTIVE SKILLS WEAKNESSES  
 (Highest Scores)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

KEY

<u>Group</u>	<u>Executive Skill</u>
A	Response Inhibition
B	Working Memory
C	Emotional Control
D	Flexibility
E	Sustained Attention
F	Task Initiation
G	Planning & Prioritizing
H	Organization
I	Time Management
J	Goal-directed persistence
K	Metacognition