

Executive Skills for Adults Questionnaire

Rate each statement below on how well it describes you. Use the rating scale to choose the appropriate score. Then add the three scores in each section. Use the key on the last page to determine your strengths (two to three high scores) and weaknesses (two to three lowest scores).

| | | | | | | |
|---------------------------|--------------|--------------------------|----------------|-----------------------------|-----------------|------------------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Strongly Agree | Agree | Tend to Agree | Neutral | Tend to Disagree | Disagree | Strongly Disagree |

Statement:

Score

1. I tend to jump to conclusions. _____
 2. I don't think before I speak. _____
 3. I take action without having all the facts. _____

Total Score: _____

4. I don't have a good memory for facts, dates, and details. _____
 5. I am not very good at remembering the things I have committed to. _____
 6. I frequently need reminders to complete tasks. _____

Total Score: _____

7. My emotions often get in the way when performing on the job. _____
 8. Little things affect me emotionally or distract me from the task at hand. _____
 9. I have trouble deferring my personal feelings until after a task has been completed. _____

Total Score: _____

10. I get rattled when unexpected events occur. _____
 11. I don't easily adjust to changes in plans and priorities. _____
 12. I don't consider myself flexible and adaptive to change. _____

Total Score: _____

13. I don't find it easy to stay focused on my work. _____
 14. Once I start an assignment, I have trouble working diligently until it's complete. _____
 15. When interrupted, I find it difficult to get back and complete the job at hand. _____

Total Score: _____

16. No matter what the task, I have trouble getting started right away. _____
 17. Procrastination is often a problem for me. _____
 18. I often leave tasks to the last minute. _____

Total Score: _____

19. When I plan out my day, I have trouble identifying priorities and sticking to them. _____
 20. When I have a lot to do, I find it hard to focus on the most important things. _____
 21. I typically don't break big tasks down into subtasks and timelines. _____

Total Score: _____

Executive Skills for Adults Questionnaire

Rate each statement below on how well it describes you. Use the rating scale to choose the appropriate score. Then add the three scores in each section. Use the key on the last page to determine your strengths (two to three high scores) and weaknesses (two to three lowest scores).

| | | | | | | |
|---------------------------|--------------|--------------------------|----------------|-----------------------------|-----------------|------------------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Strongly Agree | Agree | Tend to Agree | Neutral | Tend to Disagree | Disagree | Strongly Disagree |

Statement Continued:

Score

22. I am not an organized person. _____
 23. It is difficult for me to keep my work area neat and organized. _____
 24. I am not good at maintaining systems for organizing my work. _____

Total Score: _____

25. At the end of the day, I usually haven't finished what I set out to do. _____
 26. I am not good at estimating how long it takes to do something. _____
 27. I am not usually on time for appointments and activities. _____

Total Score: _____

28. I don't think of myself as being driven to meet my goals. _____
 29. I don't easily give up immediate pleasures to work on long term goals. _____
 30. I usually don't focus on setting goals and achieving high levels of performance. _____

Total Score: _____

31. I don't routinely evaluate my performance and devise methods for personal improvement. _____
 32. It is hard for me to step back from a situation and make objective decisions. _____
 33. I don't "read" situations well and struggle to adjust my behavior based on the reactions of others. _____

Total Score: _____

Key to Determine Your Strong and Weak Skills

| Nbrs: | Executive Skill | Nbrs: | Executive Skill | Nbrs: | Executive Skill |
|--------------|------------------------|--------------|------------------------|--------------|---------------------------|
| 1-3 | Impulse Control | 13-15 | Attention | 25-27 | Time Management |
| 4-6 | Working Memory | 16-18 | Task Initiation | 28-29 | Goal Directed Persistence |
| 7-9 | Emotional Control | 19-21 | Planning/Prioritizing | 30-31 | Metacognition |
| 10-12 | Flexibility | 22-24 | Organization | | |

Your Strong Skills (highest scores)

Your weakest skills (lowest scores)
