

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: _____

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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	28-30	Goal Directed Persistence
7-9	Emotional Control	19-21	Planning/Prioritizing	31-33	Metacognition
10-12	Flexibility	22-24	Organization		

Your Strong Skills (highest scores)

Your weakest skills (lowest scores)
