

Executive Skills Questionnaire for Adults
Looking at How We Plan, Manage Our Time and Respond to Stressors
 Adapted from Peg Dawson & Richard Guare

WHAT ARE EXECUTIVE SKILLS?

Executive skills are skills we use every day to manage our life and achieve our goals. They help us accomplish large goals, like establishing a career, purchasing a home or completing a degree. They also help us achieve smaller goals, like preparing for a job interview, finishing an important project at work, and managing daily family responsibilities and problems.

WHAT IS THIS?

This questionnaire is to help you understand your **executive skills**—which are your strengths and which are your challenges. We do better with achieving our goals if we can identify ways to rely on our strengths and improve the areas that are a challenge for us—or do our best to not let our challenges get in the way of accomplishing our goals. There are no profiles of strengths or weaknesses that are better or worse than others and we all have strengths and weaknesses. The key question in evaluating your profile involves goodness-of-fit? Does my pattern of strengths and weaknesses enable me to be reasonably successful in managing my ongoing personal and career responsibilities and challenges?

INSTRUCTIONS

1. Read each item and then rate that item based on the extent to which you agree or disagree with how well it describes you. Use the rating scale to choose the appropriate score. Circle the number that corresponds to your answer. Be as honest as possible—the more honest you are, the more accurate the results will be.

Here’s an example:

		1 Strongly disagree	2 Disagree	3 Tend to disagree	4 Tend to agree	5 Agree	6 Strongly Agree
#	I have trouble getting here on time every morning.	1	2	3	4 <input checked="" type="radio"/>	5	6

2. After you’ve answered all 36 items, write the scores for each item using the score sheet at the end.
3. Add the scores for each section. Each section is made up of three separate questions.

4. Write the skills with the three highest scores in the box labeled: Your Executive Skills Strengths.
5. Write the skills with the three lowest scores in the box labeled: Your Executive Skills Challenges.

WHAT DOES THIS MEAN?

We all have different strengths and challenges. Knowing our strengths and challenges allows us to think about how can we use our strengths to overcome our challenges or what can we do to strengthen the skills we have challenges with so they don't keep us from achieving our goals.

The last page of this packet contains definitions of each of the executive function skills being surveyed.

Item	SECTION A	1 Strongly disagree	2 Disagree	3 Tend to disagree	4 Tend to agree	5 Agree	6 Strongly Agree
1.	I don't jump to conclusions	1	2	3	4	5	6
2.	I think before I speak	1	2	3	4	5	6
3.	I make sure I have all the facts before I take action	1	2	3	4	5	6

Item	SECTION B	1 Strongly disagree	2 Disagree	3 Tend to disagree	4 Tend to agree	5 Agree	6 Strongly Agree
4.	I have a good memory for facts, dates, and details	1	2	3	4	5	6
5.	I am very good at remembering the things I am supposed to do	1	2	3	4	5	6
6.	I rarely need reminders to get things done	1	2	3	4	5	6

Item	SECTION C	1 Strongly disagree	2 Disagree	3 Tend to disagree	4 Tend to agree	5 Agree	6 Strongly Agree
7.	My emotions rarely stop me from doing what I am supposed to do	1	2	3	4	5	6
8.	Little things do not affect my feelings or keep me from doing what I need to do	1	2	3	4	5	6
9.	When frustrated or angry, I keep my cool	1	2	3	4	5	6

Item	SECTION D	1 Strongly disagree	2 Disagree	3 Tend to disagree	4 Tend to agree	5 Agree	6 Strongly Agree
10.	No matter what the task, I believe in getting started as soon as possible	1	2	3	4	5	6

11.	Putting things off is usually not a problem for me	1	2	3	4	5	6
12.	I rarely wait to the last minute to finish jobs	1	2	3	4	5	6

Item	SECTION E	1 Strongly disagree	2 Disagree	3 Tend to disagree	4 Tend to agree	5 Agree	6 Strongly Agree
13.	I find it easy to stay focused on what I am doing	1	2	3	4	5	6
14.	Once I start an assignment or project, I work diligently until it's completed	1	2	3	4	5	6
15.	Even when interrupted, I find it easy to get back on track and complete what I was doing	1	2	3	4	5	6

Item	SECTION F	1 Strongly disagree	2 Disagree	3 Tend to disagree	4 Tend to agree	5 Agree	6 Strongly Agree
16.	When I start my day, I have a clear plan in mind for what I need to do	1	2	3	4	5	6
17.	When I have a lot to do, I can easily focus on the most important things	1	2	3	4	5	6
18.	I usually break big tasks down into smaller tasks and set deadlines to get everything done	1	2	3	4	5	6

Item	SECTION G	1 Strongly disagree	2 Disagree	3 Tend to disagree	4 Tend to agree	5 Agree	6 Strongly Agree
19.	I am an organized person	1	2	3	4	5	6
20.	It is natural for me to keep my work area neat and organized	1	2	3	4	5	6
21.	I am good at coming up with ways to organize my work	1	2	3	4	5	6

Item	SECTION H	1 Strongly disagree	2 Disagree	3 Tend to disagree	4 Tend to agree	5 Agree	6 Strongly Agree
22.	At the end of the day, I've usually finished what I set out to do	1	2	3	4	5	6
23.	I am good at guessing how long it takes to do something	1	2	3	4	5	6
24.	I am usually on time for appointments and activities	1	2	3	4	5	6

Item	SECTION I	1 Strongly disagree	2 Disagree	3 Tend to disagree	4 Tend to agree	5 Agree	6 Strongly Agree
25.	Unexpected events don't upset me	1	2	3	4	5	6
26.	I easily adjust to changes in plans	1	2	3	4	5	6
27.	I consider myself to be flexible and can adjust to change	1	2	3	4	5	6

Item	SECTION J	1 Strongly disagree	2 Disagree	3 Tend to disagree	4 Tend to agree	5 Agree	6 Strongly Agree
28.	I routinely review my actions and decide how to improve	1	2	3	4	5	6
29.	I am able to step back from a situation in order to make fair decisions	1	2	3	4	5	6
30.	I am a "big picture" thinker and enjoy the problem solving that goes with that	1	2	3	4	5	6

Item	SECTION K	1 Strongly disagree	2 Disagree	3 Tend to disagree	4 Tend to agree	5 Agree	6 Strongly Agree
31.	I think of myself as being driven to meet my goals	1	2	3	4	5	6
32.	I easily give up immediate pleasures to work on long-term goals	1	2	3	4	5	6

33.	I believe in setting and achieving high levels of performance	1	2	3	4	5	6
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Item	SECTION L	1 Strongly disagree	2 Disagree	3 Tend to disagree	4 Tend to agree	5 Agree	6 Strongly Agree
34.	I enjoy working in a highly demanding, fast-paced environment	1	2	3	4	5	6
35.	A certain amount of pressure helps me to do my best	1	2	3	4	5	6
36.	Jobs that include a fair degree of uncertainty appeal to me	1	2	3	4	5	6

Executive Skill	Items	Score on Item	Total Score on Section
A. Response Inhibition	1		
	2		
	3		
B. Working Memory	4		
	5		
	6		
C. Emotional Control	7		
	8		
	9		
D. Task Initiation	10		
	11		
	12		
E. Sustained Attention	13		
	14		
	15		
F. Planning/Prioritization	16		
	17		
	18		
G. Organization	19		
	20		
	21		
H. Time Management	22		
	23		
	24		
I. Flexibility	25		
	26		
	27		
J. Metacognition	28		
	29		
	30		
K. Goal-Directed Persistence	31		
	32		
	33		
L. Stress Tolerance	34		
	35		
	36		

**Your Executive Skill Strengths
(Three highest scores)**

**Your Executive Skill Challenges
(Three lowest scores)**

Executive Skills Definitions

Response Inhibition: The capacity to think before you act – this ability to resist the urge to say or do something allows us the time to evaluate a situation and how our behavior might impact it.

Working Memory: The ability to hold information in memory while performing complex tasks. It incorporates the ability to draw on past learning or experience to apply to the situation at hand or to project into the future.

Emotional Control: The ability to manage emotions in order to achieve goals, complete tasks, or control and direct behavior.

Sustained Attention: The capacity to maintain attention to a situation or task in spite of distractibility, fatigue, or boredom.

Task Initiation: The ability to begin projects without undue procrastination, in an efficient or timely fashion.

Planning/Prioritization: The ability to create a roadmap to reach a goal or to complete a task. It also involves being able to make decisions about what's important to focus on and what's not important.

Organization: The ability to create and maintain systems to keep track of information or materials.

Time Management: The capacity to estimate how much time one has, how to allocate it, and how to stay within time limits and deadlines. It also involves a sense that time is important.

Goal-Directed Persistence: The capacity to have a goal, follow through to the completion of the goal, and not be put off by or distracted by competing interests.

Flexibility: The ability to revise plans in the face of obstacles, setbacks, new information or mistakes. It relates to an adaptability to changing conditions.

Metacognition: The ability to stand back and take a birds-eye view of oneself in a situation. It is an ability to observe how you problem solve. It also includes self-monitoring and self-evaluative skills (e.g., asking yourself, "How am I doing?" or "How did I do?" or "How did what I did affect other people?").

Stress Tolerance: The ability to thrive in stressful situations and to cope with uncertainty, change, and performance demands