

# Executive Skills Checklist

Below, you will find a list of common school challenges. Please rate each one on a scale of 1 (not a problem) to 5 (a big problem). Your answers will help your teachers provide the best tools and supports possible!

Name: \_\_\_\_\_

Date: \_\_\_\_\_

## Response Inhibition

- 1 2 3 4 5 \_\_\_\_\_ Rushing through work just to get it done
- 1 2 3 4 5 \_\_\_\_\_ Not having the patience to produce quality work
- 1 2 3 4 5 \_\_\_\_\_ Giving up on a homework assignment when I encounter an obstacle
- 1 2 3 4 5 \_\_\_\_\_ Avoiding or not completing homework when there are more fun things to do

## Working Memory

- 1 2 3 4 5 \_\_\_\_\_ Writing down instructions without enough detail to understand later
- 1 2 3 4 5 \_\_\_\_\_ Forgetting to take home necessary materials or take materials to class
- 1 2 3 4 5 \_\_\_\_\_ Forgetting to hand in homework
- 1 2 3 4 5 \_\_\_\_\_ Forgetting long-term projects or upcoming tests
- 1 2 3 4 5 \_\_\_\_\_ Not paying attention to classroom instructions/task directions
- 1 2 3 4 5 \_\_\_\_\_ Trouble remembering multiple directions or multiple problem steps
- 1 2 3 4 5 \_\_\_\_\_ Losing materials
- 1 2 3 4 5 \_\_\_\_\_ Forgetting to complete assignments
- 1 2 3 4 5 \_\_\_\_\_ Forgetting to check agenda/assignment book
- 1 2 3 4 5 \_\_\_\_\_ Not recording when an assignment is due

**Emotional Control**

- 1 2 3 4 5 \_\_\_\_\_ Getting really irritated when a homework assignment is hard or confusing
- 1 2 3 4 5 \_\_\_\_\_ Finding it hard to get started on assignments because of perfectionism or fear of failure
- 1 2 3 4 5 \_\_\_\_\_ Freezing when taking tests and doing poorly despite studying long and hard
- 1 2 3 4 5 \_\_\_\_\_ Not seeing the point of an assignment and finding it hard to motivate myself to do it

**Task Initiation**

Procrastinating/avoiding tasks due to...

- 1 2 3 4 5 \_\_\_\_\_ ...not knowing how to get started
- 1 2 3 4 5 \_\_\_\_\_ ...believing the task will “take forever”
- 1 2 3 4 5 \_\_\_\_\_ ...believing my performance won’t meet expectations
- 1 2 3 4 5 \_\_\_\_\_ ...seeing the task as tedious, boring, or irrelevant
- 1 2 3 4 5 \_\_\_\_\_ Finding other things to do rather than starting homework
- 1 2 3 4 5 \_\_\_\_\_ Difficulty getting back to work after breaks

**Sustained Attention**

- 1 2 3 4 5 \_\_\_\_\_ Taking frequent breaks when working
- 1 2 3 4 5 \_\_\_\_\_ Taking breaks that are too long
- 1 2 3 4 5 \_\_\_\_\_ Internally distracted—thoughts, states, moods, daydreams. Please specify:

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- 1 2 3 4 5 \_\_\_\_\_ Externally distracted—sights, sounds, technology such as phone, computer, TV, video games. Please specify:

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**Sustained Attention (Continued)**

1 2 3 4 5 \_\_\_\_\_ Rushing through work—sloppy/mistakes

1 2 3 4 5 \_\_\_\_\_ Not knowing limits (e.g., how long I can sustain attention) or when the best study time is

1 2 3 4 5 \_\_\_\_\_ Not recognizing when I'm off-task

**Planning/Prioritization**

1 2 3 4 5 \_\_\_\_\_ Not making a study plan (may not know how)

1 2 3 4 5 \_\_\_\_\_ Can't break down long-term projects into smaller tasks and timelines

1 2 3 4 5 \_\_\_\_\_ Having difficulty taking notes or studying for test because I can't distinguish important from non-important

1 2 3 4 5 \_\_\_\_\_ Not using or not knowing how to use agenda/assignment book

1 2 3 4 5 \_\_\_\_\_ Spending too much time on less important elements—can't put the most important parts or most important assignments first

1 2 3 4 5 \_\_\_\_\_ Planning unrealistically (e.g., fail to take into account obstacles to the plan)

**Flexibility**

1 2 3 4 5 \_\_\_\_\_ Struggling with assignments that require creativity or are open-ended

1 2 3 4 5 \_\_\_\_\_ Getting stuck on one solution or one way of looking at a problem

1 2 3 4 5 \_\_\_\_\_ Having trouble coming up with topics or ideas of things to write about

1 2 3 4 5 \_\_\_\_\_ Having difficulty coming up with "Plan B" if the first attempt didn't work

**Organization**

1 2 3 4 5 \_\_\_\_\_ Not using or knowing how to design an organizational system

1 2 3 4 5 \_\_\_\_\_ Not being able to find things in notebooks or backpacks

1 2 3 4 5 \_\_\_\_\_ Losing assignments or important papers

1 2 3 4 5 \_\_\_\_\_ Not having neat study area

1 2 3 4 5 \_\_\_\_\_ Losing electronic data—forget where work is stored or what name it's filed under

## Time Management

Can't estimate how long a task will take—due to...

1 2 3 4 5 \_\_\_\_\_ ...not knowing how to get started

1 2 3 4 5 \_\_\_\_\_ ...overestimating how long it will take to do a task (therefore never getting started)

1 2 3 4 5 \_\_\_\_\_ ...underestimating how long it will take to do a task (therefore running out of time)

1 2 3 4 5 \_\_\_\_\_ Chronically late (for school, tutoring, other appointments, and obligations)

1 2 3 4 5 \_\_\_\_\_ Difficulty juggling multiple assignments and responsibilities because I can't judge time involved

1 2 3 4 5 \_\_\_\_\_ Overcommitted—juggling too many obligations (and I think I can pull it off!)

1 2 3 4 5 \_\_\_\_\_ Lacking a sense of time urgency (doesn't appreciate that deadlines are important)

1 2 3 4 5 \_\_\_\_\_ Relying on deadline as activator or motivator

## Goal-Directed Persistence

1 2 3 4 5 \_\_\_\_\_ Not having a long-term goal

1 2 3 4 5 \_\_\_\_\_ Having a long-term goal but lacking a realistic plan to achieve the goal

1 2 3 4 5 \_\_\_\_\_ Not seeing how daily actions impact goal attainment

1 2 3 4 5 \_\_\_\_\_ Not having a long-term goal

1 2 3 4 5 \_\_\_\_\_ Not seeing studying as important and making minimal effort as a result

1 2 3 4 5 \_\_\_\_\_ Giving up in the face of an obstacle

1 2 3 4 5 \_\_\_\_\_ Having a "good enough" mentality that gets in the way of producing quality work

1 2 3 4 5 \_\_\_\_\_ "Not on the radar"— seeing work as not relevant or not important enough to do

**Metacognition**

1 2 3 4 5 \_\_\_\_\_ Can't accurately evaluate skills (e.g., expect to do well on tests in spite of poor past performance; expect to go to a college or get a job without requisite skills or academic record)

1 2 3 4 5 \_\_\_\_\_ Can't identify appropriate study strategies

1 2 3 4 5 \_\_\_\_\_ Can't plan or organize a writing assignment

1 2 3 4 5 \_\_\_\_\_ Can memorize facts but missing the larger context (I do better on multiple-choice tests than essay questions)

1 2 3 4 5 \_\_\_\_\_ Having a hard time understanding more abstract concepts (math as well as content area subjects)

1 2 3 4 5 \_\_\_\_\_ Having difficulty making inferences, drawing conclusions, grasping the main idea, reading between the lines

1 2 3 4 5 \_\_\_\_\_ Failing to check work/proofread

**Other Challenges**

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