

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:

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

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
