

Executive Skills Questionnaire

Adapted from Guare and Dawson 2013, pp. 42-43

1	2	3	4	5	6	7
Strongly agree	Agree	Tend to agree	Neutral	Tend to disagree	Disagree	Strongly disagree

1 Rate each statement using the 7-point scale.

2 Add up the ratings for each trio.

___ I tend to act impulsively.
 ___ People say I talk too much in groups.
 ___ I say things without thinking.
 ___ **TOTAL (Section A)**

___ I say, "I'll do it later," and then forget to do it.
 ___ I forget tasks assigned to me or don't have the things I need to complete the tasks.
 ___ I lose or misplace belongings such as coats, gloves, cell phone, keys, etc.
 ___ **TOTAL (Section B)**

___ I get annoyed when tasks are too hard or confusing, or take too long to complete.
 ___ I have a short fuse and get frustrated easily.
 ___ I get upset when things don't go as planned.
 ___ **TOTAL (Section C)**

___ If the first solution to a problem doesn't work, I have a hard time coming up with different solution.
 ___ I get upset when I have to change plans or routines.
 ___ I have problems with open-ended assignments that do not give me clear, structured explanations and/or instructions.
 ___ **TOTAL (Section D)**

___ I have trouble paying attention, and I am easily distracted.
 ___ I run out of steam before finishing tasks.
 ___ I have trouble sticking with tasks until they are completed.
 ___ **TOTAL (Section E)**

___ I put off tasks until the last minute.
 ___ I have trouble postponing fun activities in order to get work done.
 ___ I need reminding to start chores and other tasks.
 ___ **TOTAL (Section F)**

___ I have trouble planning for large projects.
 ___ I have difficulty setting priorities when I have a lot of things to do.
 ___ I become overwhelmed by large or long-term projects.
 ___ **TOTAL (Section G)**

___ My desk and other workspaces are a mess.
 ___ My briefcase/purse are not organized.
 ___ I have trouble keeping my bedroom and closets tidy.
 ___ **TOTAL (Section H)**

___ I have a hard time estimating how long it will take me to complete a task.
 ___ I often do not finish things the day before they are due, and may rush to get work done at the last minute before deadlines or meetings.
 ___ I need lots of time to get ready for things (appointments, work, etc.)
 ___ **TOTAL (Section I)**

___ I can't seem to save up money in advance for things I want to buy.
 ___ I don't see the point of worrying about long-term goals.
 ___ I prefer to live in the present.
 ___ **TOTAL (Section J)**

___ I don't have very effective work habits.
 ___ I tend not to check my work for mistakes even when the stakes are high.
 ___ I don't evaluate my performance and change my strategies to increase my success.
 ___ **TOTAL (Section K)**

3 Add up your scores for each section. Your highest scores are your strengths, and your lowest scores are your weaknesses.

Section A: Response Inhibition ___

Section B: Working Memory ___

Section C: Emotional Control ___

Section D: Flexibility ___

Section E: Sustained Attention ___

Section F: Task Initiation ___

Section G: Planning and Prioritizing ___

Section H: Organization ___

Section I: Time Management ___

Section J: Goal-Directed Persistence ___

Section K: Metacognition ___