

Executive Skills Questionnaire

Rate each item below based on how well it describes your teen, using this rating scale to choose the appropriate score. Then add the three scores in each section. Use the key on the next page to determine your teen’s executive skills strengths (two or three lowest scores) and weaknesses (two or three highest scores)

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

Item	Score
1. Acts on impulse.	_____
2. Gets in trouble for talking too much in class	_____
3. Says things without thinking	_____
Total Score:	_____
4. Says “I’ll do it later” and then forgets about it.	_____
5. Forgets homework assignments or forgets to bring home needed Materials.	_____
6. Loses or misplaces belongings such as coats, mittens, sports equipment, etc	_____
Total Score:	_____
7. Gets annoyed when homework is too hard or confusing or Takes too long to finish	_____
8. Has a short fuse—easily frustrated.	_____
9. Is easily upset when things don’t go as planned.	_____
Total Score:	_____
10. Has trouble thinking of a different solution to a problem If the first one doesn’t work.	_____
11. Resists changes in plans or routines.	_____
12. Has problems with open-ended homework assignments (eg doesn’t know what to write about when given a creative writing assign.)	_____
Total Score:	_____
13. Has difficulty paying attention-easily distracted.	_____
14. Runs out of steam before finishing homework or other tasks.	_____
15. Has problems sticking with schoolwork or chores until they are done.	_____
Total Score:	_____
16. Puts off homework or chores until the last minute.	_____
17. Has difficulty setting aside fun activities to start homework.	_____
18. Needs many reminders to start chores.	_____
Total Score:	_____

19. Has trouble planning for big assignments (knowing what to do first, Second, etc) _____
20. Has difficulty setting priorities when he/she has a lot of things to do. _____
21. Becomes overwhelmed by long-term projects or big assignments. _____
- Total Score: _____
22. Has disorganized backpack and notebooks. _____
23. Leaves desk or workspace at home or school messy. _____
24. Has trouble keeping bedroom or locker tidy. _____
- Total Score: _____
25. Has a hard time estimating how long it takes to do something (such as homework) _____
26. Often doesn't finish homework at night; rushes to get it done in school before class. _____
27. Is slow getting ready for things (eg. Appointments, school, changing Classes) _____
- Total Score: _____
28. Can't seem to save up money for a desired object-problems delaying gratification _____
29. Doesn't see the value in earning good grades to achieve a long-term goal. _____
30. Seems to live in the present. _____
- Total Score: _____
31. Lacks effective study strategies _____
32. Doesn't check work for mistakes even when the stakes are high. _____
33. Doesn't evaluate performance and change tactics to increase success. _____
- Total Score: _____

Key

Items	Executive Skill	Items	Executive Skill	Items	Executive Skill
1-3	Response Inhibition	13-15	Sustained 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 teen's executive skills strengths
(lower score)

Your teen's executive skills weaknesses
(highest score)

Executive Skills Questionnaire—TEEN Version

Rate each item below based on how well it describes you, using this rating scale to choose the appropriate score. Then add the three scores in each section. Use the key on the next page to determine your executive skills strengths (two or three lowest scores) and weaknesses (two or three highest scores)

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

Item	Score
1. I act on impulse.	_____
2. I get in trouble for talking too much in class.	_____
3. I say things without thinking.	_____
Total Score:	_____
4. I say “I’ll do it later” and then forget about it.	_____
5. I forget homework assignments or forgets to bring home needed materials.	_____
6. I lose or misplace belongings such as coats, mittens, sports equipment, etc	_____
Total Score:	_____
7. I get annoyed when homework is too hard or confusing or takes too long to finish.	_____
8. I have a short fuse—am easily frustrated.	_____
9. I get upset when things don’t go as planned.	_____
Total Score:	_____
10. If the first solution to a problem doesn’t work, I have trouble thinking of a different solution to a problem	_____
11. I get upset if I have to change plans or routines.	_____
12. I have problems with open-ended homework assignments (eg doesn’t know what to write about when given a creative writing assign.)	_____
Total Score:	_____
13. I have difficulty paying attention-easily distracted.	_____
14. I run out of steam before finishing homework or other tasks.	_____
15. I have problems sticking with schoolwork or chores until they are done.	_____
Total Score:	_____
16. I put off homework or chores until the last minute.	_____
17. I have difficulty setting aside fun activities to start homework.	_____
18. I need to be reminded to start chores or homework	_____
Total Score:	_____

19. I have trouble planning for big assignments (knowing what to do first, Second, etc) _____
20. I have difficulty setting priorities when he/she has a lot of things to do. _____
21. I become overwhelmed by long-term projects or big assignments. _____
- Total Score: _____
22. My backpack and notebooks aren't organized. _____
23. I leave my desk or workspace at home or school messy. _____
24. I have trouble keeping my bedroom or locker tidy. _____
- Total Score: _____
25. I have a hard time estimating how long it takes to do something (such as homework) _____
26. I often doesn't finish homework at night; rushes to get it done in school before class. _____
27. I need a lot of time to get ready for things (eg. appointments, school, changing classes) _____
- Total Score: _____
28. I can't seem to save up money for a desired object-problems delaying gratification _____
29. I don't see the value in earning good grades to achieve a long-term goal. _____
30. I prefer to live in the present. _____
- Total Score: _____
31. I don't have effective study strategies _____
32. I tend not to check work for mistakes even when the stakes are high. _____
33. I don't evaluate my performance and change tactics to increase success. _____
- Total Score: _____

Key

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1-3	Response Inhibition	13-15	Sustained Attention	25-27	Time management
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7-9	Emotional Control	19-21	Planning/prioritizing	31-33	Metacognition
10-12	Flexibility	22-24	Organization		

Your executive skills strengths
(lower score)

Your executive skills weaknesses
(highest score)

Executive Skills Questionnaire for PARENTS

Rate each item below based on how well it describes you, using the following rating scale to choose the appropriate score. Then add the three scores in each section. Use the key on the next page to determine your executive skills strengths (two to three highest scores) and weaknesses (two to three lowest scores).

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

<u>Item</u>	<u>Score</u>
<u>1.</u> I tend to jump to conclusions.	_____
<u>2.</u> I don't think before I speak.	_____
<u>3.</u> I take action without having all the facts.	_____
Total Score:	_____
<u>4.</u> I don't have a good memory for facts, dates, and details.	_____
<u>5.</u> I am not very good at remembering the things I have committed to do.	_____
<u>6.</u> I frequently need reminders to complete tasks.	_____
Total Score:	_____
<u>7.</u> My emotions often get in the way when performing on the job.	_____
<u>8.</u> Little things affect me emotionally or distract me from the task at hand.	_____
<u>9.</u> I have trouble deferring my personal feelings until after a task has been Completed.	_____
Total Score:	_____
<u>10.</u> I get rattled when unexpected events occur.	_____
<u>11.</u> I don't easily adjust to changes in plans and priorities.	_____
<u>12.</u> I don't consider myself flexible and adaptive to change.	_____
Total Score:	_____
<u>13.</u> I don't find it easy to stay focused on my work.	_____
<u>14.</u> Once I start an assignment, I have trouble working diligently until It's completed.	_____
<u>15.</u> When interrupted, I find it difficult to get back and complete the job at hand.	_____
Total Score:	_____
<u>16.</u> No matter what the task, I have trouble getting started right away.	_____
<u>17.</u> Procrastination is often a problem for me.	_____
<u>18.</u> I often leave tasks to the last minute.	_____
Total Score:	_____
<u>19.</u> When I plan out my day, I have trouble identifying priorities and sticking to them.	_____
<u>20.</u> 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: _____
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 from me to step back from a situation to make objective
 decisions. _____
33. I don't "read" situations well and struggle to adjust my behavior
 based on the reactions of others. _____
 Total Score: _____

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Your executive skills strengths
 (lower score)

Your executive skills weaknesses
 (highest score)
