

Executive Skills Questionnaire for Parents

Read each item and then rate¹ how well you think it describes you. Then add the three scores in each section.

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

	Statement	Your Score
1	I don't jump to conclusions.	
2	I think before I speak.	
3	I don't take action without having all the facts.	
	Total Score:	
4	I have a good memory for facts, dates, & details.	
5	I am very good at remembering things I have committed to do.	
6	I seldom need reminders to complete tasks.	
	Total Score:	
7	My emotions seldom get in the way when performing on the job.	
8	Little things do not affect me emotionally or distract me from the task at hand.	

¹ Dawson, P., & Guare, R. (2009). *Smart but scattered*. New York, NY: The Guilford Press.

	Statement	Your Score
9	I can defer my personal feelings until after a task has been completed.	
	Total Score:	
10	No matter what the task, I believe in getting started as soon as possible.	
11	Procrastination is usually not a problem for me.	
12	I seldom leave tasks to the last minute.	
	Total Score:	
13	I find it easy to stay focused on my work.	
14	Once I start an assignment, I work diligently until it's completed.	
15	Even when interrupted, I find it easy to get back & complete the job at hand.	
	Total Score:	
16	When I plan out my day, I identify priorities & stick to them.	
17	When I have a lot to do, I can easily focus on the most important things.	
18	I typically break big tasks down into subtasks & timelines.	
	Total Score:	
19	I am an organized person.	
20	It is natural for me to keep my work area neat & organized.	
21	I am good at maintaining systems for organizing my work.	

	Statement	Your Score
	Total Score:	
22	At the end of the day, I've usually finished what I set out to do.	
23	I am good at estimating how long it takes to do something.	
24	I am usually on time for appointments & activities.	
	Total Score:	
25	I think of myself as being driven to meet my goals.	
26	I easily give up immediate pleasures to work on long-term goals.	
27	I believe in setting & achieving high levels of performance.	
	Total Score:	
28	I routinely evaluate my performance & devise methods for personal improvement.	
29	I am able to step back from a situation to make objective decisions.	
30	I "read" situations well and can adjust my behavior based on the reactions of others.	
	Total Score:	
31	I take unexpected events in stride.	
32	I easily adjust to changes in plans & priorities.	
33	I consider myself flexible and adaptive to change.	
	Total Score:	

Items	Executive Skill
1-3	Response inhibition
4-6	Working memory
7-9	Emotional control
10-12	Sustained attention
13-15	Task initiation
16-18	Planning/prioritization
19-21	Organization
22-24	Time management
25-27	Goal-directed persistence
28-30	Flexibility
31-33	Metacognition

Your Executive Skill Strengths (highest scores):

Your Executive Skill Weaknesses (lowest scores):