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 Agree Tend to Neutral Tend to Disagree Strongly

 agree agree disagree disagree

**Item** **Score**

1. I tend to jump to conclusions \_\_\_\_\_\_
2. I don’t think before I speak. \_\_\_\_\_\_
3. I take action without having all the facts. \_\_\_\_\_\_

 Total score: \_\_\_\_\_\_

1. I don’t have a good memory for facts, dates, and details. \_\_\_\_\_\_
2. I am not very good at remembering the things I have committed to do. \_\_\_\_\_\_
3. I frequently need reminders to complete tasks. \_\_\_\_\_\_

 Total score: \_\_\_\_\_

1. My emotions often get in the way when performing on the job. \_\_\_\_\_\_
2. Little things affect me emotionally or distract me from the task at hand. \_\_\_\_\_\_
3. I have trouble deferring my personal feelings until after a task has been \_\_\_\_\_\_

completed.

 Total score: \_\_\_\_\_

1. I get rattled when unexpected events occur. \_\_\_\_\_
2. I don’t easily adjust to changes in plans and priorities \_\_\_\_\_
3. I don’t consider myself flexible and adaptive to change. \_\_\_\_\_

 Total score: \_\_\_\_\_

1. I don’t find it easy to stay focused on my work. \_\_\_\_\_
2. Once I start an assignment, I have trouble working diligently until it’s \_\_\_\_\_

completed.

1. When interrupted, I find it difficult to get back and complete the job at hand. \_\_\_\_\_

 Total score: \_\_\_\_\_

1. No matter what the task, I have trouble getting started right away. \_\_\_\_\_
2. Procrastination is often a problem for me. \_\_\_\_\_
3. I often leave tasks to the last minute. \_\_\_\_\_

 Total score: \_\_\_\_\_

1. When I plan out my day, I have trouble identifying priorities and sticking to \_\_\_\_\_

them.

1. When I have a lot to do, I find it hard to focus on the most important things. \_\_\_\_\_
2. I typically don’t break big tasks down into subtasks and timelines. \_\_\_\_\_

 Total score: \_\_\_\_\_

Executive Skills Questionnaire for Parents (cont.)

 **Item** **Score**

1. I am not an organized person. \_\_\_\_\_
2. It is difficult for me to keep my work area neat and organized \_\_\_\_\_
3. I am not good at maintaining systems for organizing my work. \_\_\_\_\_

 Total score: \_\_\_\_\_\_

1. At the end of the day, I usually haven’t finished what I set out to do. \_\_\_\_\_
2. I am not good at estimating how long it takes to do something. \_\_\_\_\_
3. I am not usually on time for appointments and activities. \_\_\_\_\_

 Total score: \_\_\_\_\_

1. I don’t think of myself as being driven to meet my goals. \_\_\_\_\_
2. I don’t easily give up immediate pleasure to work on long-term goals. \_\_\_\_\_
3. I usually don’t focus on setting goals and achieving high levels of \_\_\_\_\_

performance.

 Total score: \_\_\_\_\_

1. I don’t routinely evaluate my performance and devise the methods for \_\_\_\_\_

personal improvement.

1. It is hard for me to step back from a situation to make objective decisions. \_\_\_\_\_
2. I don’t “read” situations well and struggle to adjust my behavior based on \_\_\_\_\_

reactions of others.

 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 strongest skills (highest score) Your weakest skills (lowest scores)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*From Smart but Scattered Teens. Copyright 2013 by the Guilford Press.*