Please read each statement carefully and rate how well you think it describes you. Answer all the questions first, then come back and 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*

____ 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

____ 4. I have a good memory for facts, dates and details.

____ 5. I am very good at remembering the things I have committed to do.

____ 6. I seldom need reminders to complete tasks.

____ Total

____ 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.

____ 9. I can defer my personal feelings until after a task has been completed.

____ Total

____ 10. I find it easy to stay focused on my work.

____ 11. Once I start an assignment, I work diligently until it is completed.

____ 12. Even when interrupted, I find it easy to get back and complete the job at hand.

____ Total

____ 13. No matter what the task, I believe in getting it started as soon as possible.

____ 14. Procrastination is usually not a problem for me.

____ 15. I seldom leave tasks to the last minute.

____ Total

____	16. When I plan out my day, I identify priorities and 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 and timelines.
	_____ Total
____	19. I am an organized person.
____	20. It is natural for me to keep my work area organized.
____	21. I am good at maintaining systems for organizing my work.
	_____ Total
____	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 and activities.
	_____ Total
____	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 and achieving high levels of performance.
	_____ Total
____	28. I take unexpected events in stride.
____	29. I easily adjust to changes in plans and priorities.
____	30. I consider myself flexible and adaptive to change.
	_____ Total
____	31. I routinely evaluate my performance and devise methods for personal improvement.
____	32. I am able to step back from a situation to make objective decisions.
____	33. I "read" situations well and can adjust my behavior based on the reactions of others.
	_____ Total

Transfer each section total to the table below.

Questions	Executive Function	Score	Definition
1-3	Response inhibition		The capacity to think before you act. This ability to resist the urge to say or do something allows a person the time to evaluate a situation and how their behavior might impact it.
4-6	Working Memory		The ability to hold information in memory while performing complex tasks. It incorporates the ability to draw on past learning or experience to apply to the situation at hand or project into the future.
7-9	Emotional control		The ability to manage emotions to achieve goals, complete tasks, or control and direct behavior.
10-12	Sustained Attention		The capacity to keep paying attention to a situation or task despite distractibility, fatigue, or boredom.
13-15	Task Initiation		The ability to begin tasks or projects without undue procrastination, in an efficient or timely fashion.
16-18	Planning/prioritization		The ability to create a roadmap to reach a goal or complete a task. It also involves being able to make decisions about what's important to focus on and what's not important.
19-21	Organization		The ability to create and maintain systems to keep track of information or materials.
22-24	Time Management		The capacity to estimate how much time one has, how to allocate it, and how to stay within time limits and deadlines. It also involves a sense that time is important.
25-27	Goal-directed Persistence		The capacity to have a goal, follow through to the completion of the goal, and not be put off by or distracted by competing interests.
28-30	Flexibility		The ability to revise plans in the face of obstacles, setbacks, new information, or mistakes. It relates to an adaptability to changing conditions.
31-33	Metacognition		The ability to stand back and take a bird's eye view of yourself in a situation, to observe how you problem solve. It also includes self-monitoring and self-evaluative skills (e.g., asking yourself, "How am I doing?" or "How did I do?"

Record the Executive Functions with the three highest and lowest scores in the table below.

Student Executive Function Strengths Highest scores	Student Executive Function Challenges Lowest scores

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