

**Executive Skills Questionnaire for Adults**  
**Looking at How We Plan, Manage Our Time and Respond to Stressors**  
 Adapted from Peg Dawson & Richard Guare

**WHAT ARE EXECUTIVE SKILLS?**

**Executive skills** are skills we use every day to manage our life and achieve our goals. They help us accomplish big goals, like finishing school or a training program, getting a job, and saving up for a down payment on a car. They also help us achieve smaller goals, like completing an assignment at school getting ready for a job interview, finishing an important project at work, and doing errands and chores.

**WHAT IS THIS?**

This questionnaire is to understand your **executive skills**—which are your strengths and which are your challenges. We do better with achieving our goals if we can identify ways to rely on our strengths and improve the areas that are a challenge for us—or do our best to not let our challenges get in the way of accomplishing our goals.

**INSTRUCTIONS**

1. Read each item and then rate that item based on the extent to which you agree or disagree with how well it describes you. Use the rating scale to choose the appropriate score. Circle the number that corresponds to your answer. Be as honest as possible—the more honest you are, the more accurate the results will be.

Here's an example:

	1	2	3	4	5	6
	Strongly disagree	Disagree	Tend to disagree	Tend to agree	Agree	Strongly Agree
#	1	2	3	4	5	6
	I have trouble getting here on time every morning.			4		

2. After you've answered all 36 items, write the scores for each item using the score sheet at the end.
3. Add the scores for each section. Each section is made up of three separate questions.
4. Write the skills with the three highest scores in the box labeled: Your Executive Skills Strengths.
5. Write the skills with the three lowest scores in the box labeled: Your Executive Skills Challenges.

**WHAT DOES THIS MEAN?**

We all have different strengths and challenges. Knowing our strengths and challenges allows us to think about how can we use our strengths to overcome our challenges or what can we do to strengthen the skills we have challenges with so they don't keep us from achieving our goals.

The last page of this packet contains definitions of each of the executive function skills being surveyed.

Item	SECTION A	1 Strongly disagree	2 Disagree	3 Tend to disagree	4 Tend to agree	5 Agree	6 Strongly Agree
1.	I don't jump to conclusions	1	2	3	4	5	6
2.	I think before I speak	1	2	3	4	5	6
3.	I make sure I have all the facts before I take action	1	2	3	4	5	6

Item	SECTION B	1 Strongly disagree	2 Disagree	3 Tend to disagree	4 Tend to agree	5 Agree	6 Strongly Agree
4.	I have a good memory for facts, dates, and details	1	2	3	4	5	6
5.	I am very good at remembering the things I am supposed to do	1	2	3	4	5	6
6.	I rarely need reminders to get things done	1	2	3	4	5	6

Item	SECTION C	1 Strongly disagree	2 Disagree	3 Tend to disagree	4 Tend to agree	5 Agree	6 Strongly Agree
7.	My emotions rarely stop me from doing what I am supposed to do	1	2	3	4	5	6
8.	Little things do not affect my feelings or keep me from doing what I need to do	1	2	3	4	5	6
9.	When frustrated or angry, I keep my cool	1	2	3	4	5	6

Item	SECTION D	1 Strongly disagree	2 Disagree	3 Tend to disagree	4 Tend to agree	5 Agree	6 Strongly Agree
10.	No matter what the task, I believe in getting started as soon as possible	1	2	3	4	5	6
11.	Putting things off is usually not a problem for me	1	2	3	4	5	6
12.	I rarely wait to the last minute to finish jobs	1	2	3	4	5	6

Item	SECTION E	1 Strongly disagree	2 Disagree	3 Tend to disagree	4 Tend to agree	5 Agree	6 Strongly Agree
13.	I find it easy to stay focused on what I am doing	1	2	3	4	5	6
14.	Once I start an assignment or project, I work diligently until it's completed	1	2	3	4	5	6
15.	Even when interrupted, I find it easy to get back on track and complete what I was doing	1	2	3	4	5	6

Item	SECTION F	1 Strongly disagree	2 Disagree	3 Tend to disagree	4 Tend to agree	5 Agree	6 Strongly Agree
16.	When I start my day, I have a clear plan in mind for what I need to do	1	2	3	4	5	6
17.	When I have a lot to do, I can easily focus on the most important things	1	2	3	4	5	6
18.	I usually break big tasks down into smaller tasks and set deadlines to get everything done	1	2	3	4	5	6

Item	SECTION G	1 Strongly disagree	2 Disagree	3 Tend to disagree	4 Tend to agree	5 Agree	6 Strongly Agree
19.	I am an organized person	1	2	3	4	5	6
20.	It is natural for me to keep my work area neat and organized	1	2	3	4	5	6
21.	I am good at coming up with ways to organize my work	1	2	3	4	5	6

Item	SECTION H	1 Strongly disagree	2 Disagree	3 Tend to disagree	4 Tend to agree	5 Agree	6 Strongly Agree
22.	At the end of the day, I've usually finished what I set out to do	1	2	3	4	5	6
23.	I am good at guessing how long it takes to do something	1	2	3	4	5	6
24.	I am usually on time for appointments and activities	1	2	3	4	5	6

Item	SECTION I	1 Strongly disagree	2 Disagree	3 Tend to disagree	4 Tend to agree	5 Agree	6 Strongly Agree
25.	Unexpected events don't upset me	1	2	3	4	5	6
26.	I easily adjust to changes in plans	1	2	3	4	5	6
27.	I consider myself to be flexible and can adjust to change	1	2	3	4	5	6

Item	SECTION J	1 Strongly disagree	2 Disagree	3 Tend to disagree	4 Tend to agree	5 Agree	6 Strongly Agree
28.	I routinely review my actions and decide how to improve	1	2	3	4	5	6
29.	I am able to step back from a situation in order to make fair decisions	1	2	3	4	5	6
30.	I am a "big picture" thinker and enjoy the problem solving that goes with that	1	2	3	4	5	6

Item	SECTION K	1 Strongly disagree	2 Disagree	3 Tend to disagree	4 Tend to agree	5 Agree	6 Strongly Agree
31.	I think of myself as being driven to meet my goals	1	2	3	4	5	6
32.	I easily give up immediate pleasures to work on long-term goals	1	2	3	4	5	6
33.	I believe in setting and achieving high levels of performance	1	2	3	4	5	6

Item	SECTION L	1 Strongly disagree	2 Disagree	3 Tend to disagree	4 Tend to agree	5 Agree	6 Strongly Agree
34.	I enjoy working in a highly demanding, fast-paced environment	1	2	3	4	5	6
35.	A certain amount of pressure helps me to do my best	1	2	3	4	5	6
36.	Jobs that include a fair degree of uncertainty appeal to me	1	2	3	4	5	6

Executive Skill	Items	Score on Item	Total Score on Section
A. Response Inhibition	1		
	2		
	3		
B. Working Memory	4		
	5		
	6		
C. Emotional Control	7		
	8		
	9		
D. Task Initiation	10		
	11		
	12		
E. Sustained Attention	13		
	14		
	15		
F. Planning/Prioritization	16		
	17		
	18		
G. Organization	19		
	20		
	21		
H. Time Management	22		
	23		
	24		
I. Flexibility	25		
	26		
	27		
J. Metacognition	28		
	29		
	30		
K. Goal-Directed Persistence	31		
	32		
	33		
L. Stress Tolerance	34		
	35		
	36		

**Your Executive Skill Strengths  
(Three highest scores)**

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**Your Executive Skill Challenges  
(Three lowest scores)**

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