



Executive Skills Questionnaire

Read each item below 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 below to choose the appropriate score. Then add the three scores in each section. Use the key at the end of the questionnaire to determine your executive skill strengths (two to three highest scores) and weaknesses (two to three lowest scores).

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

Item	Your score
1. I don't jump to conclusions.	_____
2. I think before I speak.	_____
3. I make sure I have all the facts before I take action.	_____
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 of my job performance.	_____
8. Little things do not affect me emotionally or distract me from the task at hand.	_____
9. When frustrated or angry, I keep my cool.	_____
TOTAL	_____
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	_____
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 and complete the job at hand.	_____
TOTAL	_____
16. When I start my day, I have a clear plan in mind for what I hope to accomplish.	_____
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	_____

(continued)

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19. I am an organized person. _____
20. It is natural for me to keep my work area neat and 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 take unexpected events in stride. _____
26. I easily adjust to changes in plans and priorities. _____
27. I consider myself to be flexible and adaptive to change. _____
- TOTAL _____
28. I routinely evaluate my performance and devise methods for personal improvement. _____
29. I am able to step back from a situation to make objective decisions. _____
30. I am a "big-picture" thinker and enjoy the problem solving that goes with that. _____
- TOTAL _____
31. I think of myself as being driven to meet my goals. _____
32. I easily give up immediate pleasures to work on long-term goals. _____
33. I believe in setting and achieving high levels of performance. _____
- TOTAL _____
34. I enjoy working in a highly demanding, fast-paced environment. _____
35. A certain amount of pressure helps me perform at my best. _____
36. Jobs that include a fair degree of unpredictability appeal to me. _____
- TOTAL _____

KEY					
Items	Executive skill	Items	Executive skill	Items	Executive skill
1-3	Response inhibition	13-15	Sustained attention	25-27	Flexibility
4-6	Working memory	16-18	Planning/prioritizing	28-30	Metacognition
7-9	Emotional control	19-21	Organization	31-33	Goal-directed persistence
10-12	Task initiation	22-24	Time management	34-36	Stress tolerance

Strongest skills (highest scores)

Weakest skills (lowest scores)

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