

EXECUTIVE FUNCTIONING 101 ASSESSMENT GUIDES

CLICK ON EACH IMAGE BELOW TO SEE MORE INFORMATION AND A PRE-ASSESSMENT TO EVALUATE YOUR CHILD'S RESPONDING TO BASIC EXECUTIVE FUNCTIONING SKILLS:

PLANNING

PLANNING PRE-ASSESSMENT

Complete this pre-assessment worksheet to identify areas of concern and determine goals to build your planning skills.

Instructions:

- Read each statement.
- Place an X in the box that most closely describes you or your child.

I stick to a daily routine.

NEVER	NEVER	SOMETIMES	OFTEN	ALWAYS
<input type="checkbox"/>				

When I start classes or homework, I finish them through to the end.

NEVER	NEVER	SOMETIMES	OFTEN	ALWAYS
<input type="checkbox"/>				

I use a calendar or a tool to remind me of events.

NEVER	NEVER	SOMETIMES	OFTEN	ALWAYS
<input type="checkbox"/>				

I like to have a plan so I don't feel overwhelmed.

NEVER	NEVER	SOMETIMES	OFTEN	ALWAYS
<input type="checkbox"/>				

I know which task to start first when I begin a project.

NEVER	NEVER	SOMETIMES	OFTEN	ALWAYS
<input type="checkbox"/>				

I get tasks done neatly and orderly.

NEVER	NEVER	SOMETIMES	OFTEN	ALWAYS
<input type="checkbox"/>				

I know how to put steps in order for a bigger project.

NEVER	NEVER	SOMETIMES	OFTEN	ALWAYS
<input type="checkbox"/>				

SCORING: Using the scoring guide below, calculate the total score.

NEVER	NEVER	SOMETIMES	OFTEN	ALWAYS
0	1	2	3	4

TOTAL SCORE

0-10 My planning and other executive functioning skills are fairly strong. I have few challenges in all areas of my life. There are likely significant benefits if I can learn new skills.

11-20 My planning and other executive functioning skills are fairly strong. I have some challenges in at least one area of my life. There are likely some benefits to learning new skills.

21+ My planning skills are well-developed. If I'm still having challenges, I may have other executive functioning skills to focus on.

MY NEXT STEPS: For items that scored 0 or 1, what are some goals or next steps to take action on?

LIFE SKILLS ADVOCATE

ORGANIZATION

ORGANIZATIONAL SKILLS PRE-ASSESSMENT

Complete this pre-assessment worksheet to identify areas of concern and determine goals to build your organizational skills.

Instructions:

- Read each statement.
- Place an X in the box that most closely describes you or your child.

I fill my space neat and orderly.

NEVER	NEVER	SOMETIMES	OFTEN	ALWAYS
<input type="checkbox"/>				

I have systems to organize my work.

NEVER	NEVER	SOMETIMES	OFTEN	ALWAYS
<input type="checkbox"/>				

I know what I need today, and what I need to do it.

NEVER	NEVER	SOMETIMES	OFTEN	ALWAYS
<input type="checkbox"/>				

People who focus on my day that I am an organized person.

NEVER	NEVER	SOMETIMES	OFTEN	ALWAYS
<input type="checkbox"/>				

I feel better when my space is organized.

NEVER	NEVER	SOMETIMES	OFTEN	ALWAYS
<input type="checkbox"/>				

When I have a lot to do, I can make a plan and figure out what I need to do first.

NEVER	NEVER	SOMETIMES	OFTEN	ALWAYS
<input type="checkbox"/>				

I try to have a place for everything.

NEVER	NEVER	SOMETIMES	OFTEN	ALWAYS
<input type="checkbox"/>				

SCORING: Using the scoring guide below, calculate the total score.

NEVER	NEVER	SOMETIMES	OFTEN	ALWAYS
0	1	2	3	4

TOTAL SCORE

0-10 My organization and other executive functioning skills are fairly strong. I have few challenges in all areas of my life. There are likely significant benefits if I can learn new skills.

11-20 My organization and other executive functioning skills are fairly strong. I have some challenges in at least one area of my life. There are likely some benefits to learning new skills.

21+ My organizational skills are well-developed. If I'm still having challenges, I may have other executive functioning skills to focus on.

MY NEXT STEPS: For items that scored 0 or 1, what are some goals or next steps to take action on?

LIFE SKILLS ADVOCATE

TIME MANAGEMENT

TIME MANAGEMENT PRE-ASSESSMENT

Complete this pre-assessment worksheet to identify areas of concern and determine goals to build your time management skills.

Instructions:

- Read each statement.
- Place an X in the box that most closely describes you or your child.

I'm on time for appointments and family events.

NEVER	NEVER	SOMETIMES	OFTEN	ALWAYS
<input type="checkbox"/>				

I can accurately estimate how long with will take me to complete a task.

NEVER	NEVER	SOMETIMES	OFTEN	ALWAYS
<input type="checkbox"/>				

I have enough time to complete tasks carefully so I don't make mistakes.

NEVER	NEVER	SOMETIMES	OFTEN	ALWAYS
<input type="checkbox"/>				

I don't put off tasks or procrastinate.

NEVER	NEVER	SOMETIMES	OFTEN	ALWAYS
<input type="checkbox"/>				

I complete my study routine and homework.

NEVER	NEVER	SOMETIMES	OFTEN	ALWAYS
<input type="checkbox"/>				

I know how to use a calendar and I know what needs to be done first.

NEVER	NEVER	SOMETIMES	OFTEN	ALWAYS
<input type="checkbox"/>				

When I have a lot to do, I can prioritize what tasks to do first.

NEVER	NEVER	SOMETIMES	OFTEN	ALWAYS
<input type="checkbox"/>				

SCORING: Using the scoring guide below, calculate the total score.

NEVER	NEVER	SOMETIMES	OFTEN	ALWAYS
0	1	2	3	4

TOTAL SCORE

0-10 My time management and other executive functioning skills are fairly strong. I have few challenges in all areas of my life. There are likely significant benefits if I can learn new skills.

11-20 My time management and other executive functioning skills are fairly strong. I have some challenges in at least one area of my life. There are likely some benefits to learning new skills.

21+ My time management skills are well-developed. If I'm still having challenges, I may have other executive functioning skills to focus on.

MY NEXT STEPS: For items that scored 0 or 1, what are some goals or next steps to take action on?

LIFE SKILLS ADVOCATE

TASK INITIATION

TASK INITIATION SKILLS PRE-ASSESSMENT

Complete this pre-assessment worksheet to identify areas of concern and determine goals to build your task initiation skills.

Instructions:

- Read each statement.
- Place an X in the box that most closely describes you or your child.

Preparation on is usually not a problem for me.

NEVER	NEVER	SOMETIMES	OFTEN	ALWAYS
<input type="checkbox"/>				

I know how to get started with most tasks.

NEVER	NEVER	SOMETIMES	OFTEN	ALWAYS
<input type="checkbox"/>				

I like to start classes and homework right away.

NEVER	NEVER	SOMETIMES	OFTEN	ALWAYS
<input type="checkbox"/>				

I can get into a fun activity when I have something more important to complete first.

NEVER	NEVER	SOMETIMES	OFTEN	ALWAYS
<input type="checkbox"/>				

I usually finish tasks even when I don't want to do them.

NEVER	NEVER	SOMETIMES	OFTEN	ALWAYS
<input type="checkbox"/>				

I can complete daily tasks without reminders from parents or teachers.

NEVER	NEVER	SOMETIMES	OFTEN	ALWAYS
<input type="checkbox"/>				

I know how to choose the most important task.

NEVER	NEVER	SOMETIMES	OFTEN	ALWAYS
<input type="checkbox"/>				

SCORING: Using the scoring guide below, calculate the total score.

NEVER	NEVER	SOMETIMES	OFTEN	ALWAYS
0	1	2	3	4

TOTAL SCORE

0-10 My task initiation and other executive functioning skills are fairly strong. I have few challenges in all areas of my life. There are likely significant benefits if I can learn new skills.

11-20 My task initiation and other executive functioning skills are fairly strong. I have some challenges in at least one area of my life. There are likely some benefits to learning new skills.

21+ My task initiation skills are well-developed. If I'm still having challenges, I may have other executive functioning skills to focus on.

MY NEXT STEPS: For items that scored 0 or 1, what are some goals or next steps to take action on?

LIFE SKILLS ADVOCATE

PROBLEM-SOLVING

PROBLEM-SOLVING SKILLS PRE-ASSESSMENT

Complete this pre-assessment worksheet to identify areas of concern and determine goals to build your problem-solving skills.

Instructions:

- Read each statement.
- Place an X in the box that most closely describes you or your child.

I can easily identify problems and when they start.

NEVER	NEVER	SOMETIMES	OFTEN	ALWAYS
<input type="checkbox"/>				

I can identify facts and gather relevant information.

NEVER	NEVER	SOMETIMES	OFTEN	ALWAYS
<input type="checkbox"/>				

I can get to the bottom of why problems start.

NEVER	NEVER	SOMETIMES	OFTEN	ALWAYS
<input type="checkbox"/>				

Finding multiple ways to complete a project is easy for me.

NEVER	NEVER	SOMETIMES	OFTEN	ALWAYS
<input type="checkbox"/>				

Others think my solutions to problems are creative.

NEVER	NEVER	SOMETIMES	OFTEN	ALWAYS
<input type="checkbox"/>				

Most times I evaluate the pros and cons before I take the most steps.

NEVER	NEVER	SOMETIMES	OFTEN	ALWAYS
<input type="checkbox"/>				

When I decide on a solution to a problem, I know how to implement it.

NEVER	NEVER	SOMETIMES	OFTEN	ALWAYS
<input type="checkbox"/>				

SCORING: Using the scoring guide below, calculate the total score.

NEVER	NEVER	SOMETIMES	OFTEN	ALWAYS
0	1	2	3	4

TOTAL SCORE

0-10 My problem-solving and other executive functioning skills are fairly strong. I have few challenges in all areas of my life. There are likely significant benefits if I can learn new skills.

11-20 My problem-solving and other executive functioning skills are fairly strong. I have some challenges in at least one area of my life. There are likely some benefits to learning new skills.

21+ My problem-solving skills are well-developed. If I'm still having challenges, I may have other executive functioning skills to focus on.

MY NEXT STEPS: For items that scored 0 or 1, what are some goals or next steps to take action on?

LIFE SKILLS ADVOCATE

FLEXIBILITY

FLEXIBILITY PRE-ASSESSMENT

Complete this pre-assessment worksheet to identify areas of concern and determine goals to build your flexibility skills.

Instructions:

- Read each statement.
- Place an X in the box that most closely describes you or your child.

I recognize problems and make changes to fix them.

NEVER	NEVER	SOMETIMES	OFTEN	ALWAYS
<input type="checkbox"/>				

I know if things change unexpectedly.

NEVER	NEVER	SOMETIMES	OFTEN	ALWAYS
<input type="checkbox"/>				

Switching between tasks is easy for me.

NEVER	NEVER	SOMETIMES	OFTEN	ALWAYS
<input type="checkbox"/>				

I accept other's ideas even if they're different from my own.

NEVER	NEVER	SOMETIMES	OFTEN	ALWAYS
<input type="checkbox"/>				

I can easily adjust to different rules and different expectations.

NEVER	NEVER	SOMETIMES	OFTEN	ALWAYS
<input type="checkbox"/>				

I don't mind if things go wrong or if there is to be a different way to solve a problem.

NEVER	NEVER	SOMETIMES	OFTEN	ALWAYS
<input type="checkbox"/>				

I'm okay if I can't control things or when others make choices for me.

NEVER	NEVER	SOMETIMES	OFTEN	ALWAYS
<input type="checkbox"/>				

SCORING: Using the scoring guide below, calculate the total score.

NEVER	NEVER	SOMETIMES	OFTEN	ALWAYS
0	1	2	3	4

TOTAL SCORE

0-10 My flexibility and other executive functioning skills are fairly strong. I have few challenges in all areas of my life. There are likely significant benefits if I can learn new skills.

11-20 My flexibility and other executive functioning skills are fairly strong. I have some challenges in at least one area of my life. There are likely some benefits to learning new skills.

21+ My flexibility skills are well-developed. If I'm still having challenges, I may have other executive functioning skills to focus on.

MY NEXT STEPS: For items that scored 0 or 1, what are some goals or next steps to take action on?

LIFE SKILLS ADVOCATE

EXECUTIVE FUNCTIONING 101 ASSESSMENT GUIDES

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WORKING MEMORY

WORKING MEMORY PRE-ASSESSMENT

Complete this pre-assessment worksheet to identify areas of concern and transform goals to build your working memory.

Instructions:

- Read each statement.
- Place an X in the box that most closely describes you or your child.

I pay close attention to details to avoid mistakes.

I have strong reading and math skills.

I can remember multiple instructions for tasks.

Others say I have a good attention span.

I can see chores, homework, and tasks through to the end.

I don't often forget what I'm doing or get lost in the middle of a task.

I can keep track of lots of facts and information and recall them when I need it.

SCORING: Using the scoring guide below, calculate the total score.

TOTAL SCORE

0-10 My working memory and other executive functioning skills are likely causing challenges in all areas of my life. There are likely significant benefits if I can learn new skills.

11-20 My working memory and other executive functioning skills are likely causing challenges in at least one area of my life. There are likely some benefits to learning new skills.

21+ My working memory is well-developed. If I'm still having challenges, I may have other executive functioning skills to focus on.

MY NEXT STEPS: For items that scored 0 or 1, what are some goals or next steps to take action on?

EMOTIONAL CONTROL

ORGANIZATIONAL SKILLS PRE-ASSESSMENT

Complete this pre-assessment worksheet to identify areas of concern and transform goals to build your organizational skills.

Instructions:

- Read each statement.
- Place an X in the box that most closely describes you or your child.

I like my spaces neat and orderly.

I have systems to organize my work.

I know what I need to do, and when I need to do it.

People who know me say that I am an organized person.

I feel better when my space is organized.

When I have a lot to do, I can make a plan and figure out what needs to be first.

I try to have a plan for everything.

SCORING: Using the scoring guide below, calculate the total score.

TOTAL SCORE

0-10 My organization and other executive functioning skills are likely causing challenges in all areas of my life. There are likely significant benefits if I can learn new skills.

11-20 My organization and other executive functioning skills are likely causing challenges in at least one area of my life. There are likely some benefits to learning new skills.

21+ My organization skills are well-developed. If I'm still having challenges, I may have other executive functioning skills to focus on.

MY NEXT STEPS: For items that scored 0 or 1, what are some goals or next steps to take action on?

ATTENTIONAL CONTROL

ATTENTIONAL CONTROL PRE-ASSESSMENT

Complete this pre-assessment worksheet to identify areas of concern and transform goals to build your attentional control.

Instructions:

- Read each statement.
- Place an X in the box that most closely describes you or your child.

I can easily complete tasks with lots of steps.

I work carefully and avoid rushing through tasks.

I can power through task even if it's boring.

I focus on homework and chores without getting sidetracked.

Once I start on a task, I can work straight through to the end.

If I get interrupted in the middle of a task, I can easily pick up where I left off.

I can focus on my work even when others are talking around me.

SCORING: Using the scoring guide below, calculate the total score.

TOTAL SCORE

0-10 My attentional control and other executive functioning skills are likely causing challenges in all areas of my life. There are likely significant benefits if I can learn new skills.

11-20 My attentional control and other executive functioning skills are likely causing challenges in at least one area of my life. There are likely some benefits to learning new skills.

21+ My attentional control is well-developed. If I'm still having challenges, I may have other executive functioning skills to focus on.

MY NEXT STEPS: For items that scored 0 or 1, what are some goals or next steps to take action on?

IMPULSE CONTROL

IMPULSE CONTROL PRE-ASSESSMENT

Complete this pre-assessment worksheet to identify areas of concern and transform goals to build your impulse control.

Instructions:

- Read each statement.
- Place an X in the box that most closely describes you or your child.

I read and follow instructions carefully.

I think about decisions before I make them.

I'm okay waiting for something I really want, even if it's hard.

I like to think before I speak.

It's best not to take action until you have all the facts.

I avoid jumping to conclusions.

Others describe me as consistent and reliable.

SCORING: Using the scoring guide below, calculate the total score.

TOTAL SCORE

0-10 My impulse control and other executive functioning skills are likely causing challenges in all areas of my life. There are likely significant benefits if I can learn new skills.

11-20 My impulse control and other executive functioning skills are likely causing challenges in at least one area of my life. There are likely some benefits to learning new skills.

21+ My impulse control is well-developed. If I'm still having challenges, I may have other executive functioning skills to focus on.

MY NEXT STEPS: For items that scored 0 or 1, what are some goals or next steps to take action on?

SELF-MONITORING

SELF-MONITORING PRE-ASSESSMENT

Complete this pre-assessment worksheet to identify areas of concern and transform goals to build your self-monitoring skills.

Instructions:

- Read each statement.
- Place an X in the box that most closely describes you or your child.

I try to get better at things over time.

I can "read" situations and adjust my behavior if needed.

I can see problems from others' perspectives.

I don't mind feedback and criticism because it helps me improve.

I can stop back from an situation and evaluate what's not working right.

I regularly evaluate my progress and try to adjust my plans.

I'm open to making changes in order to do a better job.

SCORING: Using the scoring guide below, calculate the total score.

TOTAL SCORE

0-10 My self-monitoring and other executive functioning skills are likely causing challenges in all areas of my life. There are likely significant benefits if I can learn new skills.

11-20 My self-monitoring and other executive functioning skills are likely causing challenges in at least one area of my life. There are likely some benefits to learning new skills.

21+ My self-monitoring skills are well-developed. If I'm still having challenges, I may have other executive functioning skills to focus on.

MY NEXT STEPS: For items that scored 0 or 1, what are some goals or next steps to take action on?