

Executive Skills Questionnaire for Parents

Read each item below and rate that item based on how well it describes you. Then add the scores in each section. Find the three highest and three lowest scores.

Strongly Agree	4
Agree	3
Disagree	2
Strongly Disagree	1

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 Score	
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 reminder to complete tasks.	
Total Score	
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 Score	
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 Score	
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 Score	
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 Score	
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 Score	
22. At the end of the day, I've have 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 Score	

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 Score	
28. I routinely evaluate my performance and devise methods for personal improvements.	
29. I am able to step back from a situation to make objective decisions.	
30. I “read” situations well and can adjust my behavior based on the reactions of others.	
Total Score	
31. I take unexpected events in stride.	
32. I easily adjust to changes in plans and priorities.	
33. I consider myself flexible and adaptive to change.	
Total Score	

Key			
Items	Executive Skill	Items	Executive Skills
1-3	Response Inhibition	4-6	Working Memory
7-9	Emotional control	10-12	Sustained attention
13-15	Task initiations	16-18	Planning/prioritization
19-21	Organization	22-24	Time management
25-27	Goal-directed persistence	28-30	Flexibility
31-33	Metacognition		

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