

Executive Skills Questionnaire —
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Step I: 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 on page 2 to determine your executive skill strengths (2-3 highest scores) and weaknesses (2-3 lowest scores).

Strongly disagree	1	Tend to agree	5
Disagree	2	Agree	6
Tend to disagree	3	Strongly agree	7
Neutral	4		

Item	Your score
1. I don't jump to conclusions	_____
2. I think before I speak.	_____
3. I don't take action without having all the facts.	_____
YOUR 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 reminders to complete tasks	_____
YOUR 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	_____
YOUR TOTAL SCORE:	_____
10. I take unexpected events in stride.	_____
11. I easily adjust to changes in plans and priorities.	_____
12. I consider myself to be flexible and adaptive to change.	_____
YOUR 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.	_____
YOUR TOTAL SCORE:	_____
16. No matter what the task, I believe in getting started as soon as possible.	_____
17. Procrastination is usually not a problem for me.	_____
18. I seldom leave tasks to the last minute	_____
YOUR TOTAL SCORE:	_____
19. When I plan out my day, I identify priorities and stick to them	_____
20. When I have a lot to do, I can easily focus on the most important things	_____
21. I typically break big tasks down into subtasks and timelines.	_____
YOUR TOTAL SCORE:	_____

Strongly disagree	1	Tend to agree	5
Disagree	2	Agree	6
Tend to disagree	3	Strongly agree	7
Neutral	4		

Item	Your score
22. I am an organized person.	_____
23. It is natural for me to keep my work area neat and organized.	_____
24. I am good at maintaining systems for organizing my work.	_____
YOUR TOTAL SCORE:	
25. At the end of the day, I've usually finished what I set out to do.	_____
26. I am good at estimating how long it takes to do something.	_____
27. I am usually on time for appointments and activities.	_____
YOUR TOTAL SCORE:	
28. I routinely evaluate my performance and devise methods for personal improvement.	_____
29. I am able to step back from a situation in order to make objective decisions.	_____
30. I "read" situations well and can adjust my behavior based on the reactions of others.	_____
YOUR TOTAL SCORE:	
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.	_____
YOUR TOTAL SCORE:	
34. I enjoy working in a highly demanding, fast-paced environment.	_____
35. A certain amount of pressure helps me to perform at my best.	_____
36. Jobs that include a fair degree of unpredictability appeal to me.	_____
YOUR TOTAL SCORE:	

KEY			
Items	Executive Skill	Items	Executive Skill
1 - 3	Response Inhibition	4 - 6	Working Memory
7 - 9	Emotional Control	10 - 12	Flexibility
13 - 15	Sustained Attention	16 - 18	Task Initiation
19 - 21	Planning/Prioritizing	22 - 24	Organization
25 - 27	Time Management	28 - 30	Metacognition
31 - 33	Goal-Directed Persistence	34-36	Stress tolerance

Strongest Skills

Weakest Skills
