

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). (ref: <http://alturl.com/uamj>)

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

| | |
|-------------|-------------------|
| 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. 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. | _____ |

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. 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. | _____ |

YOUR 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. | _____ |

YOUR TOTAL SCORE _____

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

Item **Your Score**

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. _____

YOUR TOTAL SCORE _____

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. _____

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

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

Strongest Skills

Weakest Skills
