

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 | _____ | |

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

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

Items	Executive Skill	Items	Executive Skill
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

Managing classroom assignments	Ensure students: <ul style="list-style-type: none"> • start promptly • complete on time • hand in when done 	
Managing homework	Ensure students: <ul style="list-style-type: none"> • write down assignments in assignment book • understand assignments • bring home necessary materials to do homework • hand in assignments on time 	
Managing materials	Ensure students: <ul style="list-style-type: none"> • keep desks organized • keep notebooks organized • maintain organizational systems 	
Planning/time management	Help students: <ul style="list-style-type: none"> • break down long-term 	

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