

Executive Skills Checklist- Parents

Directions: Below, you will find a list of common school challenges. Please check all that apply regarding your concerns for your child.

Response Inhibition

- Rushing through work just to get it done
- Not having the patience to produce quality work
- Giving up on a homework assignment when he/she encounters an obstacle
- Avoiding or not completing homework when there are more fun things to do

Working Memory

- Forgetting to hand in homework or complete assignments
- Forgetting long-term projects or upcoming tests
- Not paying attention to classroom instructions/task directions
- Trouble remembering multiple directions or multiple problem steps
- Forgetting to check agenda/assignment book
- Not recording when an assignment is due

Emotional Control

- Getting really irritated when a homework assignment is hard or confusing
- Finding it hard to get started on assignments because of perfectionism or fear of failure
- Freezing when taking tests and doing poorly despite studying long and hard
- Not seeing the point of an assignment and finding it hard to motivate myself to do it

Task Initiation

Procrastinating/avoiding tasks due to...

- not knowing how to get started
- believing the task will “take forever”
- believing my performance won’t meet expectations
- seeing the task as tedious, boring, or irrelevant
- finding other things to do rather than starting homework
- difficulty getting back to work after breaks

Sustained Attention

- _____ Taking breaks that are too long
- _____ Internally distracted—thoughts, states, moods, daydreams.
- _____ Externally distracted—sights, sounds, technology such as a phone, computer, TV or games
- _____ Not knowing limits (e.g., how long I can sustain attention) or when the best study time is
- _____ Rushing through work—sloppy/mistakes
- _____ Not recognizing when I'm off-task

Planning/Prioritization

- _____ Not making a study plan (may not know how)
- _____ Can't break down long-term projects into smaller tasks and timelines
- _____ Having difficulty taking notes or studying for test because I can't select important from non-important
- _____ Not using or not knowing how to use agenda/assignment book
- _____ Spending too much time on less important stuff—can't put the most important parts or most important assignments first

Flexibility

- _____ Having difficulty with assignments that require creativity or are open-ended
- _____ Getting stuck on one solution or one way of looking at a problem
- _____ Having trouble coming up with topics or ideas of things to write about

Organization

- _____ Not being able to find things in notebooks or backpacks
- _____ Losing assignments or important papers
- _____ Not having neat study area

Time Management

- Can't guess how long a task will take—due to...
- _____ not knowing how to get started
 - _____ overestimating how long it will take to do a task (therefore never getting started)
 - _____ underestimating how long it will take to do a task (therefore running out of time)
 - _____ Difficulty juggling multiple assignments and responsibilities because I can't judge time involved
 - _____ Lacking a sense of time urgency (doesn't appreciate that deadlines are important)
 - _____ Relying on deadline as activator or motivator