

EXECUTIVE FUNCTIONING QUESTIONNAIRE FOR ADULTS



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Complete this questionnaire to identify areas of concern and brainstorm goals to build your executive functioning skills.

LOOKING AT HOW WE PLAN, MANAGE OUR TIME AND RESPOND TO STRESSORS

Adapted from Peg Dawson & Richard Guare

WHAT ARE EXECUTIVE SKILLS?

Executive skills are skills we use every day to manage our life and achieve our goals. They help us accomplish large goals, like establishing a career, purchasing a home or completing a degree. They also help us achieve smaller goals, like preparing for a job interview, finishing an important project at work, and managing daily family responsibilities and problems.

WHAT IS THIS?

This questionnaire is to help you understand your executive skills, and know which are your strengths and challenges. We do better with achieving our goals if we can identify ways to rely on our strengths and improve the areas that are a challenge for us - or do our best to not let our challenges get in the way of accomplishing our goals. There are no profiles of strengths or weaknesses that are better or worse than others - we all have strengths and weaknesses. The key question in evaluating your profile is:

Does my current pattern of strengths and weaknesses enable me to be reasonably successful in managing my ongoing personal and career responsibilities and challenges? If not, how can I improve on this?

SCORING:

Using the scoring guide below, calculate the total score:

STRONGLY DISAGREE	DISAGREE	TEND TO DISAGREE	TEND TO AGREE	AGREE	STRONGLY AGREE
1	2	3	4	5	6

INSTRUCTIONS

1. Read each item 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 to choose the appropriate score. Circle the number that corresponds to your answer. Be as honest as possible—the more honest you are, the more accurate the results will be.
2. As you answer each section (12 in total), write the scores for each item using the score sheet at the side of each page.
3. Add the scores for each section. Each section is made up of three separate questions.
4. Write the skills with the three highest scores in the box labeled: **Your Executive Skills Strengths.**
5. Write the skills with the three lowest scores in the box labeled: **Your Executive Skills Challenges.**

WHAT DOES THIS MEAN?

We all have different strengths and challenges. Knowing our strengths and challenges allows us to think about how can we use our strengths to overcome our challenges, or what can we do to strengthen the skills we have challenges with so they don't keep us from achieving our goals.

Each page contains definitions of the executive function skills being surveyed.

EXeCutive FuNctioniNg

QUESTiOnNAiRE

For ADULTS



RESPONSE INHIBITION

Read each statement. Place an X in the box that most closely describes you.

A) I don't jump to conclusions.

STRONGLY DISAGREE	DISAGREE	TEND TO DISAGREE	TEND TO AGREE	AGREE	STRONGLY AGREE
1	2	3	4	5	6

B) I think before I speak.

STRONGLY DISAGREE	DISAGREE	TEND TO DISAGREE	TEND TO AGREE	AGREE	STRONGLY AGREE
1	2	3	4	5	6

C) I make sure I have all the facts before I take action.

STRONGLY DISAGREE	DISAGREE	TEND TO DISAGREE	TEND TO AGREE	AGREE	STRONGLY AGREE
1	2	3	4	5	6

ScORiNg:

Using the scoring guide below, calculate the total score:

STRONGLY DISAGREE	DISAGREE	TEND TO DISAGREE	TEND TO AGREE	AGREE	STRONGLY AGREE
1	2	3	4	5	6

RESPONSE INHIBITION SCORE:

<u>Item:</u>	A	B	C	<u>Total:</u>
<u>Score:</u>				

EXeCutive SKiLLS DeFiNitiON:

Response Inhibition: The capacity to think before you act – this ability to resist the urge to say or do something allows us the time to evaluate a situation and how our behaviour might impact it.



EXeCutive FuNCTIONiNg

QUESTiOnNAiRE

FOR ADULTS



WORKING

Memory

Read each statement. Place an X in the box that most closely describes you.

A) I have a good memory for facts, dates, and details.

STRONGLY DISAGREE	DISAGREE	TEND TO DISAGREE	TEND TO AGREE	AGREE	STRONGLY AGREE
1	2	3	4	5	6

B) I am very good at remembering the things I am supposed to do.

STRONGLY DISAGREE	DISAGREE	TEND TO DISAGREE	TEND TO AGREE	AGREE	STRONGLY AGREE
1	2	3	4	5	6

C) I rarely need reminders to get things done.

STRONGLY DISAGREE	DISAGREE	TEND TO DISAGREE	TEND TO AGREE	AGREE	STRONGLY AGREE
1	2	3	4	5	6

ScORiNg:

Using the scoring guide below, calculate the total score:

STRONGLY DISAGREE	DISAGREE	TEND TO DISAGREE	TEND TO AGREE	AGREE	STRONGLY AGREE
1	2	3	4	5	6

WORKING Memory SCORe:

<u>Item:</u>	A	B	C	<u>TOTAL:</u>
<u>Score:</u>				

EXeCutive SKILLS DEFINITION:

Working Memory: The ability to hold information in memory while performing complex tasks. It incorporates the ability to draw on past learning or experience to apply to the situation at hand or to project into the future.



EXECUTIVE FUNCTIONING QUESTIONNAIRE FOR ADULTS



EMOTIONAL CONTROL

Read each statement. Place an X in the box that most closely describes you.

A) My emotions rarely stop me from doing what I am supposed to do.

STRONGLY DISAGREE	DISAGREE	TEND TO DISAGREE	TEND TO AGREE	AGREE	STRONGLY AGREE
1	2	3	4	5	6

B) Little things do not affect my feelings or keep me from doing what I need to do.

STRONGLY DISAGREE	DISAGREE	TEND TO DISAGREE	TEND TO AGREE	AGREE	STRONGLY AGREE
1	2	3	4	5	6

C) When frustrated or angry, I keep my cool.

STRONGLY DISAGREE	DISAGREE	TEND TO DISAGREE	TEND TO AGREE	AGREE	STRONGLY AGREE
1	2	3	4	5	6

SCORING:

Using the scoring guide below, calculate the total score:

STRONGLY DISAGREE	DISAGREE	TEND TO DISAGREE	TEND TO AGREE	AGREE	STRONGLY AGREE
1	2	3	4	5	6

EMOTIONAL CONTROL SCORE:

<u>Item:</u>	A	B	C	<u>Total:</u>
<u>Score:</u>				

EXECUTIVE SKILLS DEFINITION:

Emotional Control: The ability to manage emotions in order to achieve goals, complete tasks, or control and direct behavior.



EXeCUTIVE FuNCTIONING QUESTIONNAIRE FOR ADULTS



SuSTAINED ATTENTION

Read each statement. Place an X in the box that most closely describes you.

A) No matter what the task, I believe in getting started as soon as possible.

STRONGLY DISAGREE	DISAGREE	TEND TO DISAGREE	TEND TO AGREE	AGREE	STRONGLY AGREE
1	2	3	4	5	6

B) Putting things off is usually not a problem for me.

STRONGLY DISAGREE	DISAGREE	TEND TO DISAGREE	TEND TO AGREE	AGREE	STRONGLY AGREE
1	2	3	4	5	6

C) I rarely wait to the last minute to finish jobs.

STRONGLY DISAGREE	DISAGREE	TEND TO DISAGREE	TEND TO AGREE	AGREE	STRONGLY AGREE
1	2	3	4	5	6

ScORING:

Using the scoring guide below, calculate the total score:

STRONGLY DISAGREE	DISAGREE	TEND TO DISAGREE	TEND TO AGREE	AGREE	STRONGLY AGREE
1	2	3	4	5	6

SuSTAINED ATTENTION SCORE:

Item:	A	B	C	Total:
Score:				

EXeCUTIVE SKILLS DEFINITION:

Sustained Attention: The capacity to maintain attention to a situation or task in spite of distractibility, fatigue, or boredom.



EXECUTIVE FUNCTIONING QUESTIONNAIRE FOR ADULTS



TASK INITIATION

Read each statement. Place an X in the box that most closely describes you.

A) I find it easy to stay focused on what I am doing.

STRONGLY DISAGREE	DISAGREE	TEND TO DISAGREE	TEND TO AGREE	AGREE	STRONGLY AGREE
1	2	3	4	5	6

B) Once I start an assignment or project, I work diligently until it's completed

STRONGLY DISAGREE	DISAGREE	TEND TO DISAGREE	TEND TO AGREE	AGREE	STRONGLY AGREE
1	2	3	4	5	6

C) Even when interrupted, I find it easy to get back on track and complete what I was doing.

STRONGLY DISAGREE	DISAGREE	TEND TO DISAGREE	TEND TO AGREE	AGREE	STRONGLY AGREE
1	2	3	4	5	6

SCORING:

Using the scoring guide below, calculate the total score:

STRONGLY DISAGREE	DISAGREE	TEND TO DISAGREE	TEND TO AGREE	AGREE	STRONGLY AGREE
1	2	3	4	5	6

TASK INITIATION SCORE:

<u>Item:</u>	A	B	C	<u>TOTAL:</u>
<u>Score:</u>				

EXECUTIVE SKILLS DEFINITION:

Task Initiation: The ability to begin projects without undue procrastination and distraction, in an efficient and/or timely fashion.



EXECUTIVE FUNCTIONING QUESTIONNAIRE FOR ADULTS



PLANNING & PRIORITISATION

Read each statement. Place an X in the box that most closely describes you.

A) When I start my day, I have a clear plan in mind for what I need to do.

STRONGLY DISAGREE	DISAGREE	TEND TO DISAGREE	TEND TO AGREE	AGREE	STRONGLY AGREE
1	2	3	4	5	6

B) When I have a lot to do, I can easily focus on the most important things.

STRONGLY DISAGREE	DISAGREE	TEND TO DISAGREE	TEND TO AGREE	AGREE	STRONGLY AGREE
1	2	3	4	5	6

C) I usually break big tasks down into smaller tasks and set deadlines to get everything done.

STRONGLY DISAGREE	DISAGREE	TEND TO DISAGREE	TEND TO AGREE	AGREE	STRONGLY AGREE
1	2	3	4	5	6

SCORING:

Using the scoring guide below, calculate the total score:

STRONGLY DISAGREE	DISAGREE	TEND TO DISAGREE	TEND TO AGREE	AGREE	STRONGLY AGREE
1	2	3	4	5	6

PLANNING & PRIORITISATION SCORE:

<u>Item:</u>	A	B	C	<u>Total:</u>
<u>Score:</u>				

EXECUTIVE SKILLS DEFINITION:

Planning & Prioritisation: The ability to create a roadmap to reach a goal or to complete a task. It also involves being able to make decisions about what's important to focus on and what's not important.



EXECUTIVE FUNCTIONING QUESTIONNAIRE FOR ADULTS



ORGANISATION

Read each statement. Place an X in the box that most closely describes you.

A) I am an organised person.

STRONGLY DISAGREE	DISAGREE	TEND TO DISAGREE	TEND TO AGREE	AGREE	STRONGLY AGREE
1	2	3	4	5	6

B) It is natural for me to keep my work area neat and organised.

STRONGLY DISAGREE	DISAGREE	TEND TO DISAGREE	TEND TO AGREE	AGREE	STRONGLY AGREE
1	2	3	4	5	6

C) I am good at coming up with ways to organise my work.

STRONGLY DISAGREE	DISAGREE	TEND TO DISAGREE	TEND TO AGREE	AGREE	STRONGLY AGREE
1	2	3	4	5	6

SCORING:

Using the scoring guide below, calculate the total score:

STRONGLY DISAGREE	DISAGREE	TEND TO DISAGREE	TEND TO AGREE	AGREE	STRONGLY AGREE
1	2	3	4	5	6

ORGANISATION SCORE:

Item:	A	B	C	Total:
Score:				

EXECUTIVE SKILLS DEFINITION:

Organisation: The ability to create and maintain systems to keep track of information or materials.



EXeCutive FuNCTIONING QUESTIONNAIRE FOR ADULTS



Time MANAGEMENT

Read each statement. Place an X in the box that most closely describes you.

A) At the end of the day, I've usually finished what I set out to do.

STRONGLY DISAGREE	DISAGREE	TEND TO DISAGREE	TEND TO AGREE	AGREE	STRONGLY AGREE
1	2	3	4	5	6

B) I am good at guessing how long it takes to do something.

STRONGLY DISAGREE	DISAGREE	TEND TO DISAGREE	TEND TO AGREE	AGREE	STRONGLY AGREE
1	2	3	4	5	6

C) I am usually on time for appointments and activities.

STRONGLY DISAGREE	DISAGREE	TEND TO DISAGREE	TEND TO AGREE	AGREE	STRONGLY AGREE
1	2	3	4	5	6

Scoring:

Using the scoring guide below, calculate the total score:

STRONGLY DISAGREE	DISAGREE	TEND TO DISAGREE	TEND TO AGREE	AGREE	STRONGLY AGREE
1	2	3	4	5	6

Time MANAGEMENT SCORE:

Item:	A	B	C	Total:
Score:				

EXeCutive Skills Definition:

Time Management: The capacity to estimate how much time one has, how to allocate it, and how to stay within time limits and deadlines. It also involves a sense that time is important.



EXeCutive FuNCTIONING QUESTIONNAIRE FOR ADULTS



GOAL-DIRECTED PERSISTENCE

Read each statement. Place an X in the box that most closely describes you.

A) Unexpected events don't upset me.

STRONGLY DISAGREE	DISAGREE	TEND TO DISAGREE	TEND TO AGREE	AGREE	STRONGLY AGREE
1	2	3	4	5	6

B) I easily adjust to changes in plans.

STRONGLY DISAGREE	DISAGREE	TEND TO DISAGREE	TEND TO AGREE	AGREE	STRONGLY AGREE
1	2	3	4	5	6

C) I consider myself to be flexible and can adjust to change.

STRONGLY DISAGREE	DISAGREE	TEND TO DISAGREE	TEND TO AGREE	AGREE	STRONGLY AGREE
1	2	3	4	5	6

ScORING:

Using the scoring guide below, calculate the total score:

STRONGLY DISAGREE	DISAGREE	TEND TO DISAGREE	TEND TO AGREE	AGREE	STRONGLY AGREE
1	2	3	4	5	6

GOAL-DIRECTED PERSISTENCE SCORE:

<u>Item:</u>	A	B	C	<u>Total:</u>
<u>Score:</u>				

EXeCutive Skills DEFINITION:

Goal-Directed Persistence: The capacity to have a goal, follow through to the completion of the goal, and not be put off or distracted by competing interests.



EXECUTIVE FUNCTIONING QUESTIONNAIRE FOR ADULTS



Flexibility

Read each statement. Place an X in the box that most closely describes you.

A) I routinely review my actions and decide how to improve.

STRONGLY DISAGREE	DISAGREE	TEND TO DISAGREE	TEND TO AGREE	AGREE	STRONGLY AGREE
1	2	3	4	5	6

B) I am able to step back from a situation in order to make fair decisions.

STRONGLY DISAGREE	DISAGREE	TEND TO DISAGREE	TEND TO AGREE	AGREE	STRONGLY AGREE
1	2	3	4	5	6

C) I am a “big picture” thinker and enjoy the problem solving that goes with that.

STRONGLY DISAGREE	DISAGREE	TEND TO DISAGREE	TEND TO AGREE	AGREE	STRONGLY AGREE
1	2	3	4	5	6

Scoring:

Using the scoring guide below, calculate the total score:

STRONGLY DISAGREE	DISAGREE	TEND TO DISAGREE	TEND TO AGREE	AGREE	STRONGLY AGREE
1	2	3	4	5	6

Flexibility Score:

Item:	A	B	C	Total:
Score:				

Executive Skills Definition:

Flexibility: The ability to revise plans in the face of obstacles, setbacks, new information or mistakes. It relates to an adaptability to changing conditions.



EXeCUTIVE FUNCTIONING QUESTIONNAIRE FOR ADULTS



MeTACoGNiTiON

Read each statement. Place an X in the box that most closely describes you.

A) I think of myself as being driven to meet my goals.

STRONGLY DISAGREE	DISAGREE	TEND TO DISAGREE	TEND TO AGREE	AGREE	STRONGLY AGREE
1	2	3	4	5	6

B) I easily give up immediate pleasures to work on long-term goals.

STRONGLY DISAGREE	DISAGREE	TEND TO DISAGREE	TEND TO AGREE	AGREE	STRONGLY AGREE
1	2	3	4	5	6

C) I believe in setting and achieving high levels of performance.

STRONGLY DISAGREE	DISAGREE	TEND TO DISAGREE	TEND TO AGREE	AGREE	STRONGLY AGREE
1	2	3	4	5	6

ScORING:

Using the scoring guide below, calculate the total score:

STRONGLY DISAGREE	DISAGREE	TEND TO DISAGREE	TEND TO AGREE	AGREE	STRONGLY AGREE
1	2	3	4	5	6

MeTACoGNiTiON SCORe:

<u>Item:</u>	A	B	C	<u>TOTAL:</u>
<u>Score:</u>				

EXeCUTIVE SKILLS DEFINITION:

Metacognition: The ability to stand back and take a birds-eye view of oneself in a situation. It is an ability to observe how you problem solve. It also includes self-monitoring and self-evaluative skills (e.g., asking yourself, “How am I doing?” or “How did I do?” or “How did what I did affect other people?”)..



EXeCutive FuNCTIONING QUESTIONNAIRE FOR ADULTS



STRESS Tolerance

Read each statement. Place an X in the box that most closely describes you.

A) I enjoy working in a highly demanding, fast-paced environment.

STRONGLY DISAGREE	DISAGREE	TEND TO DISAGREE	TEND TO AGREE	AGREE	STRONGLY AGREE
1	2	3	4	5	6

B) A certain amount of pressure helps me to do my best.

STRONGLY DISAGREE	DISAGREE	TEND TO DISAGREE	TEND TO AGREE	AGREE	STRONGLY AGREE
1	2	3	4	5	6

C) Jobs that include a fair degree of uncertainty appeal to me.

STRONGLY DISAGREE	DISAGREE	TEND TO DISAGREE	TEND TO AGREE	AGREE	STRONGLY AGREE
1	2	3	4	5	6

Scoring:

Using the scoring guide below, calculate the total score:

STRONGLY DISAGREE	DISAGREE	TEND TO DISAGREE	TEND TO AGREE	AGREE	STRONGLY AGREE
1	2	3	4	5	6

STRESS Tolerance SCORE:

<u>Item:</u>	A	B	C	<u>Total:</u>
<u>Score:</u>				

EXeCutive Skills Definition:

Stress Tolerance: The ability to thrive in stressful situations and to cope with uncertainty, change, and performance demands.



EXeCUTIVE FuNCTIONING QUESTIONNAIRE FOR ADULTS



Score CALCULATOR & reflection

<u>EXeCUTIVE Skill:</u>	<u>TOTAL SCORE FOR THIS SECTION</u>	<u>EXeCUTIVE Skill:</u>	<u>TOTAL SCORE FOR THIS SECTION</u>
RESPONSE INHIBITION		METACOGNITION	
WORKING MEMORY		GOAL-DIRECTED PERSISTENCE	
EMOTIONAL CONTROL		STRESS TOLERANCE	
TASK INITIATION		YOUR EXECUTIVE SKILL STRENGTHS (Three highest scores)	
SUSTAINED ATTENTION			
PLANNING & PRIORITISATION		YOUR EXECUTIVE SKILL CHALLENGES (Three lowest scores)	
ORGANISATION			
TIME MANAGEMENT			
FLEXIBILITY		WHAT ARE SOME GOALS OR NEXT STEPS YOU WOULD MOST LIKE TO TAKE ACTION ON?	