

Executive Skills Checklist

The chart below lists categories and skills in Executive Function. Your child will already be very good at some of these things, but will benefit from further development in others. Check the areas that you think cause some trouble for your child, or that may need strengthening. These will be the areas to be particularly aware of as you go through this study of Executive Function.

<p><u>Attention Awareness and Control</u></p> <ul style="list-style-type: none"> • Sit still • Stay focused on task • Stay on-topic in conversations • Control impulsiveness • Delay gratification • Do careful work • Proof or double-check work • Notice detail – signs in math, punctuation, all parts of a question • Know when I've lost my attention • Can refocus and get myself going again • Keep myself from getting distracted 	<p><u>Organization and Materials Management</u></p> <ul style="list-style-type: none"> • Room / work space is organized • Appropriate materials easily accessible in work space • Work space is uncluttered • Remember materials and can easily locate • Understand organization on the page and in text • Use a planner or calendar • See and complete all parts of assignment or project
<p><u>Time Management</u></p> <ul style="list-style-type: none"> • Determine how much time is needed • Keep a schedule of activities • Follow through with a schedule • Prioritize events, activities, tasks • Use a long term calendar or planner • Plan projects • Think ahead • Set goals • Have long-term plans 	<p><u>Comprehension for Studying / Test-Taking</u></p> <ul style="list-style-type: none"> • Visualize while listening and reading • Notice and evaluate vocabulary • Understand questions • Understand author or speaker's intent • Summarize a situation, problem, content easily • Recognize what is involved in a question, assignment, or task • Can understand even if format or wording is different • Actively engaged in reading/studying
<p><u>Memory</u></p> <ul style="list-style-type: none"> • Remember materials • Remember to do work • Remember to hand-in work • Remember appointments • Remember phone numbers, instructions, and directions • Remember information studied 	<p><u>Problem Solving</u></p> <ul style="list-style-type: none"> • Know what decisions are coming up • Can summarize the problem • Examine options • Can strategize • Can make decisions • Can follow through • Can evaluate and learn from outcome • Prioritize and plan
<p><u>Emotional Regulation and Control</u></p> <ul style="list-style-type: none"> • Can keep from getting overwhelmed • Can handle change easily • Notice others' feelings and adjust my behavior • Monitor how I come across to others when I speak 	<p><u>Study Skills and Test-Taking</u></p> <ul style="list-style-type: none"> • Take clear, concise notes • Have efficient study strategies • Can analyze questions • Good test-taker • Control anxiety before tests or presentations
<p><u>Flexible Thinking</u></p> <ul style="list-style-type: none"> • Try different approaches • See multiple ways of doing things • Mentally see and manipulate components of tasks, ideas, events, relationships 	<p><u>Energy and Alertness</u></p> <ul style="list-style-type: none"> • Get going in the morning • Get started on tasks • Stay alert when listening in class or meetings • Stay alert while reading or doing work • Use the right amount of energy for the task • Follow through with things I start or say I will do • Finish what I start / Complete tasks and project