



HOW WE ORGANIZE & PLAN



ORGANIZATION: Knowing where I put things.
The ability to create and maintain systems to keep track of information or materials.

Strength	Struggle
<input type="checkbox"/>	<input type="checkbox"/>



TIME MANAGEMENT: Knowing about how long a task will take and what the deadline is.
The ability to estimate how much time I have, how to allocate it, and how to stay within time limits and deadlines.

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------



PLANNING/PRIORITIZATION: Deciding what steps to take.
The ability to create a road map to reach a goal or complete a task and making decisions about what is important to focus on and what is not.

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

HOW WE REACT



RESPONSE INHIBITION: Seeing the consequence before I say or do something.
The ability to think before you act - resist the urge gives us time to evaluate a situation and how our behavior might impact it.

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------



FLEXIBILITY: Going with the flow, accepting change.
The ability to revise plans in the face of obstacles, setbacks, new information, or mistakes. Adaptability to changing conditions.

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------



EMOTIONAL CONTROL: Keeping my cool when frustrated.
The ability to manage emotions in order to achieve goals, complete tasks, or control and direct behavior.

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------



STRESS TOLERANCE: Managing my stress.
The ability to work or progress in stressful situations and to cope with uncertainty, change, and performance demands.

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------



METACOGNITION: Evaluating how I'm doing.
The ability to stand back and take a bird's eye view of yourself in a situation, to observe how you problem-solve. Includes self-monitoring and self-evaluation, such as asking yourself "How am I doing?" or "How did I do?"

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

HOW WE GET THINGS DONE



TASK INITIATION: Getting started without delay.
The ability to begin projects without undue procrastination, in an efficient and timely manner.

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------



SUSTAINED ATTENTION: Pay attention, even when I don't feel like it.
The ability to maintain attention to a task despite distraction, fatigue, or boredom.

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------



GOAL-DIRECTED PERSISTENCE: Sticking with my goal.
The ability to have a goal and follow through to the completion of that goal without being distracted.

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------



WORKING MEMORY: Remembering what I did and what I need to do.
The ability to hold information in memory while performing complex tasks.

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

Executive Skills Activity Worksheet



1. Your Goal

Think about a goal you would like to accomplish by the end of next week. Write or draw your goal below.

Why is this goal important to you?



2. Your Executive Skills Profile

What are your top 3 Executive Skills strengths? _____

Reflect: How might these strengths result in behaviors that *help* you progress towards your goal?

What are your bottom 3 Executive Skills struggles? _____

Reflect: How might these struggles result in behaviors that *hinder* your progress towards your goal?



3. Reframe your goal as a Good-fit SMART Goal: Specific, Measurable, Achievable, Realistic, and Timely - and uses your ES Strengths.



4. Environmental Modifications

What are some potential modifications you can make to your environment (physical environment, routine process, people around you, tools or technology) that mitigate your ES struggles when they arise?



5. Incentives

When I accomplish my SMART goal, I will celebrate by...

6. You can do it!

How confident am I that I can complete my goal? 1 2 3 4 5 6 7 8 9 10

(not confident)

(very confident)

