



ASSESS YOUR OWN EXECUTIVE SKILLS

Turn to the next page for an overview of “**Executive Skills Defined.**” Notice how they are grouped into the three categories – and how the skills are interrelated, even across these categories.
















As you read about each of the 12 skills, consider your own strengths and struggles:

- *Which 3 skills come easily to you? **Mark these with a star.***

- *Which 3 skills do not come as easily to you? **Mark these with a check.***

Our strengths and struggles don’t necessarily show up in all settings (i.e. homeplace/ workplace) or at all times. By adulthood, we tend to have employed a number of strategies to support our weaknesses – and so these may not even be apparent to others.

Executive Skills Defined

TABLE KEY:  Planning Skills  Self-Control Skills  Monitoring Skills		
<p><u>PLANNING AND PRIORITIZATION</u> </p> <p>Deciding what steps to take. The ability to create a road map to reach a goal or to complete a task. It also involves being able to make decisions about what is important to distinguish what is and is not important.</p>	<p><u>TASK INITIATION</u> </p> <p>Getting started without delay. The ability to begin projects without undue procrastination, in an efficient or timely fashion.</p>	<p><u>STRESS TOLERANCE</u> </p> <p>Managing your stress. The ability to work in stressful situations and to cope with uncertainty, change, and performance demands.</p>
<p><u>ORGANIZATION</u> </p> <p>Knowing where I put things. The ability to create and maintain systems to keep track of information and materials.</p>	<p><u>RESPONSE INHIBITION</u> </p> <p>Seeing the consequence before I say or do something. The capacity to think before you act – the ability to resist the urge to say or do something allows us the time to evaluate a situation and how our behavior might impact it.</p>	<p><u>WORKING MEMORY</u> </p> <p>Remembering what I did and what I need to do. 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.</p>
<p><u>TIME MANAGEMENT</u> </p> <p>Know about how long a task will take and what the deadline is. 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.</p>	<p><u>EMOTIONAL CONTROL</u> </p> <p>Keeping my cool when frustrated. The ability to manage emotions in order to achieve goals, complete tasks, or control and direct behavior.</p>	<p><u>METACOGNITION</u> </p> <p>Evaluating how you're doing. The ability to stand back and take a bird's eye view of yourself in a situation, 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?")</p>
<p><u>SUSTAINED ATTENTION</u> </p> <p>Paying attention, even when I don't feel like it. The capacity to maintain attention to a situation or task in spite of distractibility, fatigue, or boredom.</p>	<p><u>GOAL-DIRECTED PERSISTENCE</u> </p> <p>Sticking with your goal. The capacity to have a goal, follow through to the completion of that goal, and not be put off or distracted by competing interests.</p>	<p><u>FLEXIBILITY</u> </p> <p>Going with the flow, accepting change. The ability to revise plans in the face of obstacles, setbacks, new information, or mistakes. It relates to adaptability to changing conditions.</p>

Note: This set of executive skill definitions was developed with Dr. Dick Guare. For a closer look at his good work, we recommend: "The Smart but Scattered Guide to Success: How to Use Your Brain's Executive Skills to Keep Up, Stay Calm, Get Organized at Work and at Home."