



Executive Function Skills Checklist

Rate your student on a scale of 1-3 for each of the following skills. Print it again and ask your student to rate him/herself. Meet with your student to discuss the results. There are two categories, Academic Management Skills and Social Emotional Skills.

Academic Management Skills	1 (difficult)	2 (ok at this)	3 (strength)
Organization			
Keeps track of homework and materials			
Time Management			
Completes homework assignments and submits them			
Completes assignments on time or ahead of time			
Planning & Prioritizing - creating a plan and knowing what to do first.			
Sustained attention			
Can self direct after a distraction			
Can create a study plan			
Follows through on the study plan			
Working Memory - holding something in your mind and doing something with it.			
Can follow multi-step directions			
Task Initiation - getting started			
Totals			



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Social Emotional Skills	1 (difficult)	2 (ok at this)	3 (strength)
Emotional Control - remaining calm even in stressful situations.			
Flexible Thinking - finding more than one way to solve a problem.			
Transitions easily from one activity to another			
Copes comfortably with changes in routine or a shift in expectations.			
Goal Directed Persistence			
Perseveres on difficult problems, assignments or projects			
Metacognition - thinking about their thinking			
Summarizes text, events or conversations			
Self awareness			
Impulse Control - thinking before acting			
Stress Tolerance - how does the individual handle stressful situations?			
Displays grit			
Totals			

This checklist is designed to raise awareness and foster conversation with students about their current executive function skill level. It is a non-research based tool that can serve as a basis for self awareness, prioritizing instruction and goal setting.