

Executive Function Coaching

New Client Intake Form

Instructions: Please complete this form to the best of your ability. Don't worry about perfect grammar. Bullet points are welcome. This form is designed to help us understand your unique brain wiring.

1. Client Profile

Full Name:

Preferred Name/Pronouns:

Date of Birth:

Date of Intake:

Occupation/Grade:

Primary Motivation:

Why are you seeking coaching right now? What is the "spark" that made you reach out?

2. The "Current Landscape"

The Biggest Pain Point:

If you could magically fix one habit, routine, or stressful area this week, what would it be?

Current Tools & Systems:

What are you currently using? (e.g., Google Calendar, paper planner, alarms, sticky notes, "piles")

Success & Struggle History:

What has worked for you in the past? What strategies have failed or been abandoned?

3. Executive Function Snapshot

Circle the number that best represents your struggle level (1 = No Struggle, 5 = Constant Struggle):

Skill Area	Description	Rating (1-5)
Task Initiation	Starting a task, especially if boring or complex.	1 2 3 4 5
Planning	Mapping out steps and deciding what to do first.	1 2 3 4 5
Organization	Tracking physical items (keys) or digital files.	1 2 3 4 5
Time Blindness	Estimating how long things take; arriving on time.	1 2 3 4 5
Emotional Reg.	Managing frustration, boredom, or rejection sensitivity.	1 2 3 4 5
Flexibility	Switching gears when plans change unexpectedly.	1 2 3 4 5
Working Memory	Holding multiple pieces of info in your head at once.	1 2 3 4 5
Focus/Inhibition	Resisting distractions (phone, noise) to stay on task.	1 2 3 4 5
Metacognition	Standing back to evaluate how you are doing.	1 2 3 4 5

4. Health, Environment & Sensory Needs

Sleep Patterns (Do you struggle to fall asleep, wake up, or stay asleep?):

Sensory Preferences & Focus Environment:

Do you need absolute silence or background noise? Are you sensitive to bright lights or clutter?

Energy Peaks (When is your brain most "online"? e.g., 6 AM, 11 PM):

5. Coaching Preferences

Accountability Style (Check all that apply):

- ☐ Gentle Nudge (Reminders) ☐ Firm Check-in (Deadlines) ☐ Body Doubling (Co-working)
☐ Visual Charts/Trackers ☐ Verbal Processing ☐ Gamification

Success Metric:

In 3 months, how will your daily life look different if coaching is successful?

6. Strengths & Interests (The Good Stuff)

Hyperfocus / Interests:

What are 3 things you can do for hours without getting bored?

Core Strengths:

What do you like about the way your brain works? (e.g., creativity, crisis management, empathy)

Please return this form 24 hours before our first session.