

Executive Skills Questionnaire

Read each item below and then rate that item based on the extent to which you agree or disagree with how well it describes you. Use the rating scale below to choose the appropriate score. Then add the three scores in each section. Use the key at the end of the questionnaire to determine your executive skill strengths (two to three highest scores) and weaknesses (two to three lowest scores).

1	2	3	4	5	6
Strongly	Disagree	Tend to	Tend to	Agree	Strongly
disagree		disagree	agree		agree

<u>Item</u>	<u>Your score</u>
1. I don't jump to conclusions.	_____
2. I think before I speak.	_____
3. I make sure I have all the facts before I take action.	_____
TOTAL	_____
4. I have a good memory for facts, dates, and details.	_____
5. I am very good at remembering the things I have committed to do.	_____
6. I seldom need reminders to complete tasks.	_____
TOTAL	_____
7. My emotions seldom get in the way of my job performance.	_____
8. Little things do not affect me emotionally or distract me from the task at hand.	_____
9. When frustrated or angry, I keep my cool.	_____
TOTAL	_____
10. No matter what the task, I believe in getting started as soon as possible.	_____
11. Procrastination is usually not a problem for me.	_____
12. I seldom leave tasks to the last minute.	_____
TOTAL	_____
13. I find it easy to stay focused on my work.	_____
14. Once I start an assignment, I work diligently until it's completed.	_____
15. Even when interrupted, I find it easy to get back and complete the job at hand.	_____
TOTAL	_____
16. When I start my day, I have a clear plan in mind for what I hope to accomplish.	_____
17. When I have a lot to do, I can easily focus on the most important things.	_____
18. I typically break big tasks down into subtasks and timelines.	_____
TOTAL	_____

(continued)

Executive Skills Questionnaire *(continued)*

19. I am an organized person. _____
20. It is natural for me to keep my work area neat and organized. _____
21. I am good at maintaining systems for organizing my work. _____
- TOTAL** _____
22. At the end of the day, I've usually finished what I set out to do. _____
23. I am good at estimating how long it takes to do something. _____
24. I am usually on time for appointments and activities. _____
- TOTAL** _____
25. I take unexpected events in stride. _____
26. I easily adjust to changes in plans and priorities. _____
27. I consider myself to be flexible and adaptive to change. _____
- TOTAL** _____
28. I routinely evaluate my performance and devise methods for personal improvement. _____
29. I am able to step back from a situation to make objective decisions. _____
30. I am a "big-picture" thinker and enjoy the problem solving that goes with that. _____
- TOTAL** _____
31. I think of myself as being driven to meet my goals. _____
32. I easily give up immediate pleasures to work on long-term goals. _____
33. I believe in setting and achieving high levels of performance. _____
- TOTAL** _____
34. I enjoy working in a highly demanding, fast-paced environment. _____
35. A certain amount of pressure helps me perform at my best. _____
36. Jobs that include a fair degree of unpredictability appeal to me. _____
- TOTAL** _____

KEY					
Items	Executive skill	Items	Executive skill	Items	Executive skill
1-3	Response inhibition	13-15	Sustained attention	25-27	Flexibility
4-6	Working memory	16-18	Planning/prioritizing	28-30	Metacognition
7-9	Emotional control	19-21	Organization	31-33	Goal-directed persistence
10-12	Task initiation	22-24	Time management	34-36	Stress tolerance

Strongest skills (highest scores)

Weakest skills (lowest scores)

WORKSHEET 1

Executive Skills in the Workplace

Step 1. Using the Executive Skills Questionnaire you completed in Chapter 2, check off your three executive skill strengths and your three executive skill weaknesses. If you had a lot of “tie scores,” make a decision about which three skills you most want to focus on as strengths and weaknesses.

Executive skill strengths

- | | |
|--------------------------|---------------------------|
| ☐ | Response inhibition |
| ☐ | Working memory |
| ☐ | Emotional control |
| ☐ | Task initiation |
| ☐ | Sustained attention |
| ☐ | Planning/prioritizing |
| ☐ | Organization |
| ☐ | Time management |
| ☐ | Flexibility |
| ☐ | Metacognition |
| ☐ | Goal-directed persistence |
| ☐ | Stress tolerance |

Executive skill weaknesses

- | |
|--------------------------|
| ☐ |
| ☐ |
| ☐ |
| ☐ |
| ☐ |
| ☐ |
| ☐ |
| ☐ |
| ☐ |
| ☐ |
| ☐ |
| ☐ |

Step 2. Think about your job requirements. What aspects of your job do you find easiest or most pleasurable and what do you find hardest or most aversive?

What aspects of your job do you find easiest to do (that is, least likely to put off or most efficient at)?

- 1.
- 2.
- 3.

What aspects of your job do you find require the most effort (that is, most likely to procrastinate on or least efficient at)?

- 1.
- 2.
- 3.

Step 3. Look at the easy and hard parts of your work. Do they align with your executive skill strengths and weaknesses? We've found this is often the case. You may use this information with subsequent worksheets, or this knowledge may simply serve to produce an *aha* moment (for example, *That's why I hate returning phone calls—because I'm weak in emotional control and flexibility and I'm afraid the person I will be calling will be mad at me for something I didn't do well*).

WORKSHEET 3
Executive Skill Weaknesses

Executive skill weakness	How do you use this skill in your work?	Are there ways you can adjust your job to allow you to minimize your need to use this skill?	If you were going to focus on one task or one situation in which you need to use this skill and would like to get better at it, what would you choose?	What might you do?
1.				
2.				
3.				

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Executive Skills Questionnaire for Supervisees

Read each item below and then rate that item based on the extent to which you agree or disagree with how well the item describes your supervisee. Use the rating scale below to choose the appropriate score. Then add the three scores in each section. Use the key at the end of the questionnaire to determine your executive skill strengths (two to three highest scores) and weaknesses (two to three lowest scores).

1	2	3	4	5	6
Strongly disagree	Disagree	Tend to disagree	Tend to agree	Agree	Strongly agree

<u>Item</u>	<u>Your score</u>
1. Doesn't jump to conclusions.	_____
2. Thinks before speaking.	_____
3. Makes sure he or she has all the facts before taking action.	_____
TOTAL	_____
4. Has a good memory for facts, dates, and details.	_____
5. Very good at remembering the things he or she has committed to do.	_____
6. Seldom needs reminders to complete tasks.	_____
TOTAL	_____
7. Emotions seldom get in the way when performing on the job.	_____
8. Little things don't affect him or her emotionally or distract from the task at hand.	_____
9. Keeps cool when frustrated or angry.	_____
TOTAL	_____
10. No matter what the task, believes in getting started as soon as possible.	_____
11. Procrastination is usually not a problem for him or her.	_____
12. Seldom leaves tasks for the last minute.	_____
TOTAL	_____
13. Finds it easy to stay focused on work.	_____
14. Once an assignment is started, works diligently until it's completed.	_____
15. Even when interrupted, finds it easy to get back and complete the job at hand.	_____
TOTAL	_____
16. Has a clear plan in mind for what he or she hopes to accomplish each day.	_____
17. When confronted with a lot of work, can easily focus on the most important things.	_____
18. Typically breaks big tasks down into subtasks and timelines.	_____
TOTAL	_____

(continued)

Executive Skills Questionnaire for Supervisees *(continued)*

19. Is an organized person. _____
20. Is naturally good at keeping work area neat and organized. _____
21. Is good at maintaining systems for organizing his or her work. _____
- TOTAL** _____
22. At the end of the day, has usually finished what he or she set out to do. _____
23. Good at estimating how long it takes to do something. _____
24. Usually on time for appointments and activities. _____
- TOTAL** _____
25. Takes unexpected events in stride. _____
26. Easily adjusts to changes in plans and priorities. _____
27. Appears to be flexible and adaptive to change. _____
- TOTAL** _____
28. Routinely evaluates his or her performance and devises methods for personal improvement. _____
29. Is able to step back from a situation in order to make objective decisions. _____
30. Is a “big-picture” thinker and enjoys the problem solving that goes with that. _____
- TOTAL** _____
31. Appears to be driven to meet his or her goals. _____
32. Easily gives up immediate pleasures to work on long-term goals. _____
33. Sets and achieves high levels of performance. _____
- TOTAL** _____
34. Enjoys working in a highly demanding, fast-paced environment. _____
35. A certain amount of pressure helps him or her achieve top performance. _____
36. Is drawn to jobs that include a fair degree of unpredictability. _____
- TOTAL** _____

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Strongest skills (highest scores)

Weakest skills (lowest scores)
