

Executive Functioning Skills Checklist

Personal information

Name:

Date of birth:

Gender:

Assessed by:

Date:

Please indicate the environment the child is being assessed in (e.g. home, school, play group)

Please specify any existing learning or developmental disorders the child has been diagnosed with:

Instructions

This checklist is designed for use in assessing executive functioning skills in children with ADHD, learning disabilities, or other developmental delays. It can help identify areas of strength and areas that may require additional support or intervention.

For each executive function skill, indicate how frequently or confidently that child can perform the skill, compared to the average abilities of **other children their age**.

Working memory

Remembers multi-step instructions and can repeat them accurately.

- ☐ Not at all
- ☐ Somewhat
- ☐ Mostly
- ☐ Easily

Retains information long enough to complete tasks.

- ☐ Not at all
- ☐ Somewhat
- ☐ Mostly
- ☐ Easily

Can recall and apply previously learned information in new situations.	<input type="radio"/> Not at all <input type="radio"/> Somewhat <input type="radio"/> Mostly <input type="radio"/> Easily
Emotion regulation	
Manages feelings effectively during challenging or frustrating situations.	<input type="radio"/> Not at all <input type="radio"/> Somewhat <input type="radio"/> Mostly <input type="radio"/> Easily
Demonstrates appropriate or measured emotional responses in social interactions.	<input type="radio"/> Not at all <input type="radio"/> Somewhat <input type="radio"/> Mostly <input type="radio"/> Easily
Recovers from emotional upset or frustration without significant impact on behavior.	<input type="radio"/> Not at all <input type="radio"/> Somewhat <input type="radio"/> Mostly <input type="radio"/> Easily
Time management	
Completes assignments on time without rushing at the last minute.	<input type="radio"/> Not at all <input type="radio"/> Somewhat <input type="radio"/> Mostly <input type="radio"/> Easily
Balances time between work and play activities.	<input type="radio"/> Not at all <input type="radio"/> Somewhat <input type="radio"/> Mostly <input type="radio"/> Easily
Estimates how long tasks will take and plans accordingly.	<input type="radio"/> Not at all <input type="radio"/> Somewhat <input type="radio"/> Mostly <input type="radio"/> Easily

Inhibitory control	
Waits for their turn in conversations and games.	<input type="radio"/> Not at all <input type="radio"/> Somewhat <input type="radio"/> Mostly <input type="radio"/> Easily
Resists the urge to interrupt others or act impulsively.	<input type="radio"/> Not at all <input type="radio"/> Somewhat <input type="radio"/> Mostly <input type="radio"/> Easily
Stays focused on tasks even with potential distractions around.	<input type="radio"/> Not at all <input type="radio"/> Somewhat <input type="radio"/> Mostly <input type="radio"/> Easily
Planning, organisation, prioritization and decision making	
Keeps personal belongings and workspace organized.	<input type="radio"/> Not at all <input type="radio"/> Somewhat <input type="radio"/> Mostly <input type="radio"/> Easily
Breaks down larger tasks into manageable steps.	<input type="radio"/> Not at all <input type="radio"/> Somewhat <input type="radio"/> Mostly <input type="radio"/> Easily
Plans out how to approach a project or activity before starting.	<input type="radio"/> Not at all <input type="radio"/> Somewhat <input type="radio"/> Mostly <input type="radio"/> Easily
Self monitoring and task monitoring	
Checks work for mistakes and makes corrections independently.	<input type="radio"/> Not at all <input type="radio"/> Somewhat <input type="radio"/> Mostly <input type="radio"/> Easily

Sets personal goals and monitors progress toward achieving them.	<input type="radio"/> Not at all <input type="radio"/> Somewhat <input type="radio"/> Mostly <input type="radio"/> Easily
Recognizes when they are off-task and takes steps to refocus.	<input type="radio"/> Not at all <input type="radio"/> Somewhat <input type="radio"/> Mostly <input type="radio"/> Easily
Task initiation	
Begins homework or chores without needing constant reminders.	<input type="radio"/> Not at all <input type="radio"/> Somewhat <input type="radio"/> Mostly <input type="radio"/> Easily
Initiates activities or projects without significant delay.	<input type="radio"/> Not at all <input type="radio"/> Somewhat <input type="radio"/> Mostly <input type="radio"/> Easily
Takes the first step in group activities or discussions.	<input type="radio"/> Not at all <input type="radio"/> Somewhat <input type="radio"/> Mostly <input type="radio"/> Easily
Attention and focus	
Stays focused on tasks for an appropriate amount of time.	<input type="radio"/> Not at all <input type="radio"/> Somewhat <input type="radio"/> Mostly <input type="radio"/> Easily
Listens attentively when others are speaking.	<input type="radio"/> Not at all <input type="radio"/> Somewhat <input type="radio"/> Mostly <input type="radio"/> Easily

Can concentrate on work even with minor distractions.	<input type="radio"/> Not at all <input type="radio"/> Somewhat <input type="radio"/> Mostly <input type="radio"/> Easily
Mental flexibility & adaptive thinking	
Adapts to changes in routines or plans without becoming upset.	<input type="radio"/> Not at all <input type="radio"/> Somewhat <input type="radio"/> Mostly <input type="radio"/> Easily
Considers different solutions to problems before deciding on one.	<input type="radio"/> Not at all <input type="radio"/> Somewhat <input type="radio"/> Mostly <input type="radio"/> Easily
Understands and accepts different perspectives in discussions.	<input type="radio"/> Not at all <input type="radio"/> Somewhat <input type="radio"/> Mostly <input type="radio"/> Easily
Self regulation	
Manages impulses and thinks before acting.	<input type="radio"/> Not at all <input type="radio"/> Somewhat <input type="radio"/> Mostly <input type="radio"/> Easily
Remains calm and focused even in challenging situations.	<input type="radio"/> Not at all <input type="radio"/> Somewhat <input type="radio"/> Mostly <input type="radio"/> Easily
Adjusts behavior based on feedback from others or changes in the environment.	<input type="radio"/> Not at all <input type="radio"/> Somewhat <input type="radio"/> Mostly <input type="radio"/> Easily

Assessor comments and recommendations**Signature:****Date:****Healthcare professional comments and recommendations****Healthcare profession name:****Contact information:****Signature:****Date:**