My Executive Function Skills

Brain skills for getting things done. Check the box that sounds most like you right now.

Name: _____ Date: _____

Skill	Easy for me	Sometimes	Hard for me
1 **Getting started** — I can start a task without lots of reminders.	☐	☐	☐
2 **Planning** — I can break a big job into smaller steps.	☐	☐	☐
3 **Organizing** — I can keep track of my papers and things.	☐	☐	☐
4 **Managing time** — I can guess how long things take and finish on time.	☐	☐	☐
5 **Remembering** — I can keep directions in my head while I work.	☐	☐	☐
6 **Stop and think** — I can pause before I act or blurt something out.	☐	☐	☐
7 **Flexible thinking** — I can switch plans when something changes.	☐	☐	☐
8 **Focus** — I can keep my attention on a task, even a boring one.	☐	☐	☐
9 **Checking my work** — I can notice my mistakes and fix them.	☐	☐	☐
10 **Handling feelings** — I can stay calm enough to keep going when it is hard.	☐	☐	☐

Tip: an adult can fill in a second copy. Where your answers differ is a good place to start talking.

My skill to work on

The one skill I will practice first: _____

Something that would help me: _____

Who can help me: _____ Check again on: _____

I will know it is getting easier when: _____

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Break It Down Planner

Big jobs feel smaller in steps. Guess the time, do the step, then write the real time.

My big task: _____

Due: _____ **Start on:** _____

Step	What I will do	Time I guess	Time it took	Done
1		____ min	____ min	☐
2		____ min	____ min	☐
3		____ min	____ min	☐
4		____ min	____ min	☐
5		____ min	____ min	☐
6		____ min	____ min	☐

My first tiny step (2 minutes or less): _____

Starting is often the hardest part. Make step one so small it feels easy.

My if-then plans

If I get distracted, then I will _____

If I get stuck, then I will _____

When I finish a step, then I will _____

Time check

My time guesses were: ☐ Too short ☐ About right ☐ Too long

The step that took longest: _____

What helped me keep going: _____

Next time I will: _____

My break or reward when the whole task is done: _____

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My Week Planner

Write it down so your brain does not have to hold it. Check it every day.

Week of: _____

Day	Homework, tasks and things to bring	Due	Done
Mon			☐ ☐
Tue			☐ ☐
Wed			☐ ☐
Thu			☐ ☐
Fri			☐ ☐



Morning launch

- ☐ Dressed and teeth brushed
- ☐ Breakfast
- ☐ Check my planner
- ☐ Backpack by the door
- ☐ Shoes, coat, water bottle
- ☐ _____



Pack up checklist

- ☐ Homework in my folder
- ☐ Planner
- ☐ Books I need tonight
- ☐ Notes or forms for home
- ☐ Lunch box and water bottle
- ☐ _____



Friday check

This week went well when I: _____

Something I forgot, and my fix for next time: _____

Next week I will try: _____

Who helped me this week: _____

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