

# EXECUTIVE FUNCTIONING QUESTIONNAIRE

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### 1. Client information:

Client's First Name: \_\_\_\_\_

Client's Last Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Your Preferred Service Location:

209 Cherry St, Milford, CT

29 Federal Rd. Danbury, CT

### 2. Planning/Prioritizing: The ability to determine what is important and what to ignore; to develop a "road map for an activity or event."

	Never	Rarely	Sometimes	Often
Struggles with multi-step directions				
Misjudges the time and effort an assignment will take				
Completes homework, reads, or studies at the last minute				
Gets side-tracked on important details				
Fails to make plans, even for desired activities				
Wastes time with irrelevant details				
Struggles identifying important information (main ideas, note taking)				

### 3. Organization: The ability to develop the most effective and efficient method of accomplishing tasks.

	Never	Rarely	Sometimes	Often
His/her room is messy/disorganized				
Uses different areas to do homework/study				
Misplaces personal items & school materials/assignments				
Has difficulty keeping track of assignments/projects				
Has difficulty describing the steps needed to complete tasks in a logical manner				
Struggles with layout and spacing when writing/drawing				

**4. Initiation: The ability to begin a task in an efficient and timely manner.**

	Never	Rarely	Sometimes	Often
Puts off getting started on assignments or chores				
Constantly has a sense of being "under the gun"				
Requires prompts and cues to get started on work				
Uses defiant, aggressive, or avoidant strategies				
Appears "lazy," unmotivated, or noncompliant				
Has difficulty asking for help or clarification				

**5. Working Memory: The ability to hold on to information long enough to use it.**

	Never	Rarely	Sometimes	Often
Demonstrates difficulty taking notes in class				
Struggles with multistep tasks/activities				
Requires repetition of instruction or clarification before completing a task				
Knows material at one point, but then it's "gone"				
Abandons tasks because they "forget" what they're doing				
Gets off track, repeats, or misses steps				

**6. Adaptability: The ability to change "midstream."**

	Never	Rarely	Sometimes	Often
Does not learn from past mistakes				
Continues to use same behavior despite negative outcomes				
Shuts down easily and quickly				
Appears to have a negative attitude				
Is overly stressed by unexpected events				
Has difficulty being flexible and shifting his/her thinking				

**7. Self-Monitoring: The ability to assess own performance and its efficiency in reaching goal/task completion.**

	Never	Rarely	Sometimes	Often
Will continue a task even if the directions are not understood				
Easily gets off topic				
Makes "careless" mistakes				
Doesn't edit work				
Shows difficulty reading social cues and adjusting behavior				
Fails to complete one task before beginning another				

**8. Inhibition/Emotional Control: The ability to manage emotions in order to obtain goal/complete task.**

	Never	Rarely	Sometimes	Often
Highly sensitive (big reaction to small problems)				
Misreads intentions of others				
Has poor sportsmanship/ difficulty with losing				
Flies "off the handle" in relation to a situation				
Gets easily "wound up" especially in group activities or during special events				
Perceives constructive criticism as personal statement of failure				