

THE ULTIMATE



# Executive Functioning Self-Assessment

IDENTIFY YOUR STRENGTHS &  
WEAKNESSES IN EXECUTIVE  
FUNCTION SKILLS

# Introduction

Executive functioning skills are the cognitive abilities that help us plan, organise, manage time, focus, and regulate emotions. When these skills are strong, daily tasks feel manageable. When they are weak, life can feel chaotic, overwhelming, and frustrating.

This self-assessment will help you identify which executive functioning skills are your strengths and which areas may need improvement.

At the end of the assessment, you'll receive a personalised reflection worksheet to help you take the next steps toward improving your executive functioning.

## How to Complete This Assessment

Read each statement and rate yourself on a scale of 1 to 5:

1

**Almost Never**

(This is a major struggle for me.)

2

**Sometimes**

(I do this inconsistently.)

3

**Neutral**

(I do this, but not consistently.)

4

**Often**

(This is generally a strength.)

5

**Almost Always**

(This is a strong skill of mine.)

Add up your total score in each section to identify your strongest and weakest executive function areas.



## SECTION 1

# Organisation & Planning

I can break large projects into smaller, manageable steps.	1	2	3	4	5
I keep track of important deadlines and due dates.	1	2	3	4	5
My workspace, home, or digital files are well-organized.	1	2	3	4	5
I make and follow to-do lists or schedules.	1	2	3	4	5
I plan ahead and rarely feel caught off guard.	1	2	3	4	5

**Total Score for Organisation & Planning: \_\_\_\_ / 25**

## SECTION 2

# Time Management

I estimate how long tasks will take and manage my time well.	1	2	3	4	5
I set realistic deadlines and meet them.	1	2	3	4	5
I use tools (timers, planners, apps) to help me stay on track.	1	2	3	4	5
I rarely procrastinate or avoid tasks I need to complete.	1	2	3	4	5
I transition smoothly between tasks and activities.	1	2	3	4	5

**Total Score for Time Management: \_\_\_\_ / 25**

## SECTION 3

# Task Initiation & Follow-Through

I can start tasks without excessive procrastination or avoidance.	1	2	3	4	5
I complete projects and assignments on time.	1	2	3	4	5
I do not get overwhelmed when faced with complex tasks.	1	2	3	4	5
I can push through boredom or frustration to complete tasks.	1	2	3	4	5
I finish what I start without getting sidetracked.	1	2	3	4	5

**Total Score for Task Initiation & Follow-Through: \_\_\_\_ / 25**

## SECTION 4

# Focus & Attention

I stay focused and avoid distractions while working or studying.	1	2	3	4	5
I rarely lose track of time while doing tasks.	1	2	3	4	5
I can return to a task quickly if interrupted.	1	2	3	4	5
I can multitask effectively when needed.	1	2	3	4	5
I am able to block out distractions in my environment.	1	2	3	4	5

**Total Score for Focus & Attention: \_\_\_\_ / 25**



## SECTION 5

# Emotional Regulation & Impulse Control

I manage my emotions well, even under stress.	1	2	3	4	5
I rarely say or do things impulsively that I later regret.	1	2	3	4	5
I take a pause before reacting to difficult situations.	1	2	3	4	5
I use healthy coping strategies when feeling overwhelmed.	1	2	3	4	5
I stay calm and problem-solve when faced with challenges.	1	2	3	4	5

Total Score for Emotional Regulation & Impulse Control: \_\_\_\_ / 25

## How to Complete This Assessment

### STEP 01

#### Identify Your Strengths

- Any section where you scored 20 or higher is a strength for you.
- These are areas where you naturally excel.

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### STEP 02

#### Identify Your Growth Areas

- Any section where you scored 15 or lower indicates an area that may need improvement.
- If multiple sections scored low, start by focusing on one area at a time.

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# Reflection Worksheet: Next Steps

Use this worksheet to reflect on your results and start improving your executive function skills.

**Which section had your highest score?**

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**Which section had your lowest score?**

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**Which specific skills feel the most challenging for you right now?**

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**What is one small change you could make to improve in this area?**

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**What tools, resources, or strategies have worked for you in the past?**

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# Want Personalised Support?

Improving executive function skills takes time, but you don't have to do it alone. If you're struggling with procrastination, time management, or focus, coaching can provide personalised strategies and accountability to help you see results faster.

## NEXT STEP

### Book a Free Strategy Coaching Call

Let's review your self-assessment and create a plan tailored to your specific needs. Click on the link below and select a timeslot under 'Strategy Session'

<https://kellie-anngroth-resultsmindsetcoach.youcanbook.me/>

- ➔ Identify your biggest challenges
- ➔ Get customized strategies to improve your daily routines in line with your goals
- ➔ Learn how coaching can help you stay accountable and make progress

## Final Thoughts

This Executive Functioning Self-Assessment is your first step toward understanding your strengths and growth areas. Whether you decide to work on these skills independently or with a coach, small, consistent changes will lead to big improvements over time.