

Executive Function Assessment (Adults)

Rate the statements as each applies to you, then provide a brief explanation or provide additional details.

| Statement | Rating 0 = never 1 = sometimes 2 = frequently | Details |
|---|--|---------|
| 1. I have difficulty doing tasks that require me to remember rules or steps and act on them. | | |
| 2. I am unable to complete tasks that have multiple steps. | | |
| 3. When I read something, I must re-read sections because I cannot remember what I just read. | | |
| 4. I arrive late to work, meetings, or events even though I try to arrive on time. | | |
| 5. I over- or underestimate how much time it takes to complete tasks. | | |
| 6. I get easily distracted and have a difficult time prioritizing tasks. | | |
| 7. Loved ones say I get frustrated, irritated, or angry easily. | | |
| 8. My loved ones say I get too excited and start talking too loudly. | | |
| 9. I lash out or react too quickly when I am upset. | | |
| 10. I have a hard time adjusting when someone changes the rules of a game, plans, or my schedule. | | |
| 11. I have a hard time identifying alternative plans while driving if I must take a detour. | | |
| 12. It is hard for me to think about multiple concepts, ideas, or viewpoints at the same time. | | |
| 13. I must return after leaving home or work because I have forgotten something. | | |

| Statement | Rating 0 = never 1 = sometimes 2 = frequently | Details |
|---|---|----------------|
| 14. I have money saved for the future. | | |
| 15. Planning long-term projects is difficult for me. | | |
| 16. I find strategy games (like chess) difficult to play. | | |
| 17. I have a hard time weighing options. | | |
| 18. It takes me longer than most people to make a decision. | | |
| 19. I make the same mistakes repeatedly. | | |
| 20. I have been in legal trouble (e.g., arrests, speeding tickets, warrants for my arrest). | | |
| 21. When I do something I rarely think of the consequences of my choices and behaviors. | | |
| 22. I jump from one task to another in a haphazard way – often without finishing any of them. | | |
| 23. My home, office, or desk is cluttered. | | |
| 24. I have a hard time creating outlines. | | |
| 25. My loved ones have asked me to pick up certain items from the store and I arrive home with different items. | | |
| 26. There is conflict in my friendships because we schedule things to do, and I arrive at the wrong time/on the wrong date. | | |
| 27. If I keep a “mental list” I forget many of the items. | | |

Information for Therapists

Each question applies to certain elements of executive functioning (*see first column*). The corresponding questions are in the second column. Circle the numbers your client marked as either *sometimes* or *frequently*. In the third column, check-off which areas your client likely has executive function impairment.

| | | |
|-------------------------------|-------------|--|
| Working Memory | #1, 2, 3 | |
| Time Management | #4, 5, 6 | |
| Emotion Regulation | #7, 8, 9 | |
| Cognitive Flexibility | #10, 11, 12 | |
| Planning | #13, 14, 15 | |
| Forethought | #16, 17, 18 | |
| Learning from Consequences | #19, 20, 21 | |
| Organization | #22, 23, 24 | |
| Reconstitution of Information | #25, 26, 27 | |

Notes:

Adapted from *Executive Function Difficulties in Adults: 100 Ways to Help Your Clients Live Productive and Happy Lives* (2018), by Stephanie Moulton Sarkis. PESI Publishing.