Executive Function Checklist

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Executive functioning skills help children organize, plan, manage time, regulate emotions, remember information, and complete tasks independently. Difficulties in these areas can affect school performance, homework completion, relationships, and daily routines.

Use this checklist to identify potential executive functioning challenges that may benefit from additional support, accommodations, or coaching.

Organization & Planning

[ ] Frequently loses homework, school supplies, jackets, or personal belongings.

[ ] Has difficulty keeping a backpack, desk, or bedroom organized.

[ ] Struggles to plan ahead for projects or assignments.

[ ] Becomes overwhelmed when tasks involve multiple steps.

[ ] Has trouble deciding where to begin when faced with larger assignments.

[ ] Frequently forgets materials needed for school or activities.

Time Management

[ ] Consistently underestimates how long tasks will take.

[ ] Frequently runs late or struggles to stay on schedule.

[ ] Has difficulty transitioning between activities.

[ ] Often procrastinates even when they understand the task.

[ ] Requires repeated reminders to complete responsibilities.

[ ] Struggles to manage homework, chores, and activities independently.

Task Initiation & Completion

[ ] Has difficulty getting started on homework or chores.

[ ] Needs repeated prompting to begin tasks.

[ ] Starts assignments but leaves them unfinished.

[ ] Easily becomes distracted before completing work.

[ ] Gives up quickly when tasks become challenging.

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[ ] Avoids activities requiring sustained mental effort.

Working Memory

[ ] Frequently forgets instructions shortly after hearing them.

[ ] Has difficulty remembering multi-step directions.

[ ] Loses track of what they are doing during tasks.

[ ] Needs information repeated more often than peers.

[ ] Struggles to remember deadlines or upcoming responsibilities.

[ ] Has difficulty applying previously learned strategies independently.

Emotional Regulation

[ ] Becomes easily frustrated when tasks are difficult.

[ ] Has difficulty managing disappointment or setbacks.

[ ] Experiences emotional outbursts when overwhelmed.

[ ] Struggles to adapt when routines or plans change.

[ ] Has difficulty calming down after becoming upset.

[ ] Appears overwhelmed by relatively minor problems.

Self-Monitoring & Independence

[ ] Has difficulty recognizing mistakes without assistance.

[ ] Requires frequent supervision to complete age-appropriate tasks.

[ ] Struggles to evaluate their own performance accurately.

[ ] Frequently forgets responsibilities despite reminders.

[ ] Has difficulty following routines independently.

[ ] Relies heavily on adults for organization and planning.

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Next Steps

If several of these challenges occur consistently across home, school, or social settings, additional support may be beneficial. Executive functioning skills can often improve through structured routines, accommodations, coaching, and targeted interventions.

This checklist is intended for educational purposes only and is not a diagnostic tool. Concerns regarding executive functioning, ADHD, learning differences, or developmental challenges should be discussed with qualified educational, medical, or mental health professionals.

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