

Executive Function Skills Checklist for Parents

Is your child struggling with executive function skills?

Use this checklist to notice patterns and identify where support may help.

ATTENTION & FOCUS

- Easily distracted by noise, movement, or thoughts
- Difficulty staying on task without reminders
- Starts work but doesn't finish
- Frequently daydreams or "zones out"
- Rushes through work with careless mistakes

ORGANIZATION

- Loses papers, homework, or materials
- Backpack/desk/room are often messy
- Difficulty keeping track of assignments
- Forgets to turn in completed work
- Trouble managing multi-step tasks

TIME MANAGEMENT

- Underestimates how long tasks take
- Frequently runs late
- Difficulty starting tasks independently
- Procrastinates until last minute
- Struggles to balance school + activities

WORKING MEMORY

- Needs directions repeated often
- Forgets steps while completing tasks
- Difficulty following multi-step instructions
- Loses track mid-task
- Struggles with mental math or note-taking

PLANNING & PRIORITIZATION

- Overwhelmed by large assignments
- Doesn't know where to start
- Difficulty breaking tasks into steps

- Struggles to plan ahead
- Avoids challenging work

EMOTIONAL REGULATION

- Frustrates easily with schoolwork
- Shuts down when tasks feel hard
- Avoids work due to anxiety
- Becomes overwhelmed quickly
- Sensitive to feedback

SELF-MONITORING

- Doesn't notice mistakes
- Difficulty evaluating own work
- Doesn't recognize when off-task
- Struggles to adjust behavior
- Needs frequent prompting

What Your Results May Mean

- ✓ A few checks → typical development
- ✓ Several in one area → skill-building may help
- ✓ Across multiple areas → executive function coaching can help significantly

Need Support?

If this checklist raised questions, I offer:

- ✓ Executive Function Coaching
- ✓ IEP Record Reviews
- ✓ Parent Consultations

👉 **Schedule a free 15-minute consult:** <https://neurorootsaz.com/appointments-and-bookings>

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