

EXECUTIVE SKILLS: 11 Skill Areas

Skill	Definition
Response Inhibition	The ability to stop one's own behavior at the appropriate time, including stopping actions and thoughts. The flip side of inhibition is impulsivity; if you have weak ability to stop yourself from acting on your impulses, then you are "impulsive."
Working memory	The capacity to hold information in mind for the purpose of completing a task.
Emotional Control	The ability to modulate emotional responses by bringing rational thought to bear on feelings.
Sustained Attention	The capacity to keep paying attention to a situation or task in spite of distractibility, fatigue or boredom.
Task Initiation	The ability to begin a task or activity and to independently generate ideas, responses, or problem-solving strategies.
Planning/prioritization	The ability to manage current and future- oriented task demands.
Organization	The ability to impose order on work, play, and storage spaces.
Time Management	The capacity to estimate how much time one has, how to allocate it, and how to stay within time limits or deadlines.
Goal-Directed Persistence	The capacity to have a goal, to follow through to completion of the goal, and not be put off or distracted by competing interests.
Flexibility	The ability to move freely from one situation to another and to think flexibly in order to respond appropriately to the situation.
Metacognition	The ability to stand back and take a bird's-eye-view of yourself in a situation, to observe how you problem-solve. It also includes self-monitoring and self-evaluative skills.

Source: Dawson and Guare (2004)