

Executive Skills Definitions

(Adapted by Mann, 2014 from *Peg Dawson, Center for Learning and Attention Disorders, Portsmouth, NH*)

Executive Skill:	Definition:
Organization	The ability to create and maintain well-ordered systems to keep track of information or materials.
Time Management	The ability to estimate how much time one needs to complete a task, and then stay within time limits and deadlines.
Planning and Prioritizing	The ability to create a sensible roadmap to reach a goal or to complete a task. This skill includes the ability to determine what is more and less important to focus on.
Mental Flexibility	The ability to revise plans in the face of obstacles, setbacks, new information or mistakes. It includes the ability to adapt/adjust to changing or unexpected conditions.
Response Inhibition	The ability to inhibit inappropriate, irrelevant or impulsive responses or reactions to stimuli.
Thoughtful Decision-Making	As opposed to impulsive, spontaneous decision-making, thoughtful decision-making means that a thinking process is utilized to make every day decisions. The thinking process, if most effective, incorporates consideration of positive and negative immediate, short and long-term consequences from possible choices.
Task Initiation	The ability to begin tasks without too much procrastination in an efficient or timely fashion.
Sustaining Attention	The ability to maintain attention to a situation or task despite distractibility, fatigue, disinterest or boredom.
Working Memory:	Working memory is a type of memory used to hold information in our mind as we work on it. If working memory skills are weak for a student, he/she may struggle to manage (remember) some aspect of needed information. The more information given or requested, the more working memory skills are needed to successfully complete the task.

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Goal-Directed Persistence	The capacity to have a goal and follow through to the completion of the goal without being distracted by competing interests.
Emotional Regulation	Emotion regulation refers to the ability to use and respond to emotions in a healthy manner.
Self-understanding or Metacognition	The ability to assess how well you understand yourself and to observe how you do things. A person with self-understanding has the ability to stand back and take a birds-eye view of oneself in a situation. It includes the ability to observe how you solve problems, how you monitor your behavior and how you evaluate your actions and choices.